

BARKLY REGIONAL COUNCIL



Youth, Sport & Recreation Team Leader – Ampilatwatja (12120500)

1. Position Objectives

The Youth, Sport and Recreation Team Leader – Ampilatwatja the first point of contact for community youth, sport, and recreation. This position is responsible for establishing and building positive collaborative relationships with the community in accordance with Council strategies and policies pertaining to facility access and use.

This position coordinates the planning and development of Youth, Sport, and Recreation Programs within the community through their understanding and awareness of current issues and opportunities.

The duties of this position require the position holder to work hours that include school holidays, weekday evenings, and/or weekend hours, from time to time, as required to deliver Youth, Sport, and Recreation Programs.

The person who occupies this position works directly with children and youth in the community and organising other activities; therefore, the position holder must have the required fitness to undertake the duties and tasks within this position description.

2. Key Responsibilities

Activity Management and Coordination

- Organise and deliver youth, sport, and recreation activities, including Out of Hours School Care and Vacation Care programs.
- Develop regular activities with the Youth, Sport, and Recreation Officers to address identified needs.
- Order equipment and food for activities and programs.
- Organise maintenance of sporting and recreation equipment.
- Keep sports materials records up to date.

Staff Supervision and Reporting

- Supervise the Youth, Sport, and Recreation Officers, providing training and instruction on running activities.
- Create rosters for the Youth, Sport, and Recreation Staff.
- Act as the main contact point for the Regional Manager Youth, Sport and Recreation regarding Youth Recreation Programs.
- Oversee the health and safety of participants in all activities.
- Provide weekly reports on participation numbers, equipment requirements, and programs delivered.

Other

- You will be required to perform your duties at Ampilatwatja or elsewhere within the Barkly Regional Council authority area as reasonably directed.
- Ensure that the highest professional standards and Barkly Regional Council values are always upheld.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.

- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Deliver a program of sporting activities that reflect the community's preference.
- Deliver structured and regular activities including sports, and after-school programs.
- Under the direction of the Regional Manager Youth, Sport and Recreation, run programs and activities in line with Council's policies and procedures.
- Contribute positively to the Barkly, Youth Sport and Recreation Team across the Barkly Region.
- Build positive relationships with the Community and other local organisations.
- Undergo training and professional development relevant to the position.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

4. Organisational Relationship

Position Title:	Youth Sport and Recreation Team Leader – Ampilatwatja (12120500)
Reports To:	Council Services Coordinator – Ampilatwatja (12120000) Regional Manager Youth, Sport and Recreation (13300000)
Department:	Community Services
Supervises:	Youth Sport and Recreation Officers – Ampilatwatja
Internal Liaison:	Chief Executive Officer Director of Community Services Council Services Coordinator – Ampilatwatja

Regional Manager Youth, Sport and Recreation
Youth Sport and Recreation Officers – Ampilatwatja
Other Council Staff

External Liaison: Government, Non-Government Representatives, and Agencies
Other External Stakeholders
Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Highly developed written and verbal communication skills.
- Excellent time management, ability to plan, coordinate activities and meet deadlines.
- Ability to work effectively in a team or independently with minimal supervision.

Interpersonal:

- Exemplary ethical standards and personal integrity.
- Strong interpersonal skills and the ability to build and maintain positive workplace relations.
- A willingness to adapt to work in a challenging environment.
- A committed team player, creative thinker, and innovator is essential.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Persuade, convince, or negotiate with staff, clients, members of the public, and other organisations to achieve the objectives of Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.
- Observe all safe working practices.
- Report all accidents, incidents, and any hazardous situations within your work environment to your manager.
- Any other duties as required.

6. Essential Criteria – Qualifications, Skills, and Experience

1. Understanding of Aboriginal Culture and Aboriginal issues.
2. Demonstrated experience organising and running youth, sport, and recreation activities.
3. Good written and oral communication, numeracy, and computer skills.
4. Sound understanding of Workplace Health and Safety.
5. Current Driver's Licence.
6. Current National Criminal History Check (within the last 3 months).
7. Current Northern Territory Working with Children Clearance (Ochre Card).

7. Desirable Criteria - Qualifications, Skills, and Experience

1. Previous experience in a similar role.
2. Relevant formal qualifications or the desire to undertake relevant training for the position.
3. 4x4 driving experience preferred.

8. Wages and Allowances

Classification:	Level 7 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time – Temporary (38 hours per week) (End date: 30 November 2025)
Annual Salary:	\$80,057.24 per annum (\$3,301.84 gross per fortnight)
Zone Allowance:	Remote Community Zone Allowance \$2.5100 per ordinary hour
SCG:	11.5%
Roster:	The supervisor will set a five-day roster that equals a 38-hour week, which is within the span of ordinary hours of work; currently 8:00 AM to 10:00 PM, Monday to Sunday.

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.


Chris Kelly
Chief Executive Officer

02 / 02 / 2025
Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date