

Date: 30, September, 2026

Position Description

Work Type:	1.0 Full-Time
Occupation:	Sports Administration / Event Management and Delivery
Salary:	Indicative base - \$80,000 plus superannuation
Location:	Various locations (travel required) <ul style="list-style-type: none"> • SSA Office – Brisbane • Work from Home may be considered from anywhere in Australia. • Interstate travel will be required - site visits and SSA delivered events, including extended event periods.
Term Length:	Appointment term to be determined
Reports:	Operations Manager, School Sport Australia
Position Contact:	Phil Reeves, Executive Officer, School Sport Australia, eo@schoolsportaustralia.edu.au

About School Sport Australia

Established in 1981, School Sport Australia leads the development and promotion of school sport across Australia in partnership with its State and Territory member bodies. A central focus of School Sport Australia is the delivery of high-quality national championships at primary and secondary levels for representative State and Territory teams.

These events represent the pinnacle of school sport pathways, providing talented students with opportunities to compete at a higher level while gaining valuable educational, cultural, and social experiences. An important point of difference is that the program of events is delivered with a focus on education that prioritises student learning, wellbeing, and development.

Program Features

- Multi-sport program across team and individual disciplines
- Delivered by teachers and accredited officials
- Accessible to students nationwide through the school system

About the Role

The Event Coordinator will work within the broader School Sport Australia administration team to support the delivery of the School Sport Australia Games events in Australia. The Event Coordinator will work closely with School Sport Australia (SSA), School Sport Units, event stakeholders, service providers, local communities and volunteers.

The key responsibilities include:

- Coordinate the operational preparation and on-site delivery of School Sport Australia Games and allocated national championships under the direction of the Operations Manager.
- Maintain the schedules, evidence, communication and follow-up that allow the Operations Manager to discharge responsibilities for budgets, workforce, compliance, contractors and stakeholder relationships.
- Support safe, inclusive and consistent experiences for student participants, team officials and families across sports and host locations.

Key Responsibilities	Measurements
1. Event Planning and Readiness <ul style="list-style-type: none"> • Build and maintain Games master schedules, sport and venue plans, run sheets, key contact register, key action registers and decision logs using approved templates. • Coordinate readiness checks; compile open issues and recommendations for Operations Manager sign-off. • Coordinate venue access, equipment, accreditation, signage, ceremonies, transport plans and contingency details with each responsible lead. 	Measures <ul style="list-style-type: none"> • Current integrated plan and owners are visible for each event. • Readiness checkpoints and Games briefings occur on schedule; gaps are escalated promptly. • Critical bookings and event requirements are confirmed by agreed milestones.
2. Budget, procurement and contractors <ul style="list-style-type: none"> • Prepare event budget working papers and cost-to-complete trackers; obtain quotes, check invoices and record approvals against the authority matrix. • Coordinate supplier briefs, deliverables and on-site performance within approved agreements; identify variance or scope changes before commitments. • Prepare reconciliation and variance explanations for Operations Manager review. 	Measures <ul style="list-style-type: none"> • Budget working papers reach the Operations Manager in time for approval at least three months before each Games. • Quotes, purchase approvals, contracts and invoices remain complete and traceable. • Forecast variances and supplier issues are raised early; no commitment exceeds delegation.

3. Workforce, officials and volunteers

- Draft event workforce plans, role sheets / position descriptions, rosters, briefing packs and contingency pools in consultation with school sport units, national sport advisors and hosts.
- Coordinate onboarding, accreditation, child safety clearance evidence, attendance and welfare checklists for personnel within SSA control.
- Brief assigned event assistants, contractors and volunteers on approved operational tasks; report staffing, fatigue or safeguarding concerns.

Measures

- Workforce coverage and contingencies are confirmed before each event.
- Required screening and briefings are recorded before access.
- Roster gaps, incidents and fatigue risks are escalated promptly.

4. Communication and stakeholder service

- Gather and verify content for event bulletins, guides, venue information and operational updates; coordinate with Operations Manager and Communications Officer.
- Maintain regular contact with hosts, venues, conveners, member units, national sport advisors, officials, suppliers and partners on allocated logistics.
- Coordinate sponsor recognition opportunities, event photography livestream logistics with relevant leads in scope within current agreements.

Measures

- Bulletin 3 and final operational updates are ready for approval at least three weeks before each Games.
- Stakeholders receive accurate information in time to act.
- Queries and changes are logged, resolved or escalated.

5. Safe delivery and compliance

- Compile event risk assessments, venue and supplier compliance material, emergency contacts and incident reporting arrangements for management approval.
- Apply SSA child safety, inclusion, privacy and OHS procedures at SSA delivered events; coordinate checks with host authorities where they lead delivery.
- Maintain incident and action logs; respond within training and delegation, and immediately escalate serious issues.

Measures

- Readiness packs contain required compliance evidence.
- Incidents and concerns are logged and escalated under SSA procedures.
- Actions are followed through to closure by the responsible owner.

6. Evaluation and improvement

- Monitor key deliverables and timelines as identified in funding or sponsorship agreements (when applicable).
- Coordinate surveys, attendance data, partner and government evidence, debriefs and post-event action lists.
- Draft event reports and recommendations; maintain reusable Games playbook, checklists and document sets after approval.

Measures

- Draft post-event review and assigned evidence are available for approval within six weeks.
- Improvement actions have owners and dates; templates reflect approved lessons.

Critical Selection Criteria

Essential

- Relevant tertiary qualifications in event management, sports administration or management, business or project coordination, or equivalent practical experience.
- At least two to three years coordinating multi-stakeholder events, including live event operations.
- Experience with coordinating and managing officials, volunteers, venue operations, ceremonies, accessibility and disability inclusion.
- Strong scheduling, supplier, budget tracking, documentation, digital systems and stakeholder communication skills.

Sound judgement under pressure; ability to travel and work event-period, including evenings and weekends.

- Current driver license, Australian work rights and ability to obtain relevant Working with Children clearances.

Desirable Selection Criteria

Advantageous

- Experience in sport, including national or state championships, multi-sport events.
- Experience with grant or sponsor evidence, livestream logistics and post-event reporting.
- Current first aid qualification.

Working Arrangements

Ordinary hours, travel, overtime, penalties and any time off in lieu are governed by the applicable industrial instrument, contract and SSA policy. The classification and final conditions are to be confirmed before appointment.