



# SCHOLARSHIP & MENTORING PROGRAM & EVENTS COORDINATOR

## POSITION PURPOSE/OBJECTIVE

The role of the Scholarship & Mentoring Program & Events Coordinator is to drive the Sport Australia Hall of Fame (SAHOF) Scholarship & Mentoring Program, service sponsor benefits, support all of SAHOF programs/events.

## KEY RESPONSIBILITIES

The typical duties will include, but are not limited to;

## SCHOLARSHIP & MENTORING PROGRAM

- Develop, design and distribute nomination forms – online
- Manage all Program announcements (internally and externally) with assistance from the Digital Marketing Coordinator
- Work with the Heritage Coordinator in the preparation of nomination information for Selection Committee
- Manage Scholarship & Mentoring Program annual selection meeting
- Secure, coordinate and manage successful Scholarship holder recipients including documentation and agreements
- Secure, coordinate and manage Mentor allocation and successful continuation
- Provide Mentors with documentation, agreements and working with children checks where applicable
- Monthly contact with Scholarship Holders and their Mentors and provide ad hoc support
- Report to CEO on the Program
- Provide high level Program points to the CEO for Board meeting paperwork
- Ensure all reimbursement requests for Scholarship & Mentoring Program is directed to Finance Manager

## MEMBER ENGAGEMENT

- Be one point of contact for SAHOF Members - providing timely, personalised, and accurate communications
- Work collaboratively to build strong relationships with Members

## SPONSORSHIP

- Coordinate in conjunction and direction of the CEO delivery of contracted partnerships (sponsors, suppliers etc) benefit, activations and renewals; maintain WIP documentation and reporting, ensuring benefits are delivered accurately
- Work with Design, Social Media and Administration Coordinator to develop and deliver annual Sponsor reports

## EVENT OPERATIONS

Under the direction of and in close partnership with the CEO, a key focus of the role will be to be direct and manage SAHOF events.

This will include but not be limited to:

- Coordinate procurement of event venues, AV, contractors and other event requirements from end to end
- Assist the Digital Marketing Coordinator with designs and distribution of all event collateral
- Prepare and provide all required event documents (the likes of; briefs, run sheets, scripts)
- Manage all RSVP lists and curated lists to be provided to Digital Marketing Coordinator
- Support the CEO with the execution of major events (TV Program and/or Induction & Awards Gala Dinner)

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## QUALIFICATIONS, KNOWLEDGE, COMPETENCIES

- Demonstrated experience in sports administration
- Ability to set priorities, plan work programs, meet deadlines and manage time effectively
- Strong interpersonal, organisational and project management skills
- Excellent communication skills including face to face, telephone, written reports and general correspondence
- Interest in all sports and an understanding of high-performance athletes
- Highly organised with excellent attention to detail
- Would suit a retired athlete or someone who has worked in high performance.
- Working with Children Card/Blue Card (State/Territory equivalent)
- Degree in Sports Management highly regarded

## HOURS OF WORK

This is a part-time maternity leave position (12 months). Hours are flexible and to be negotiated.

SAHOF Policy DIL logbook for overtime.

## PRIMARY LOCATION

This position is a hybrid role and can be work from home or based at the Sport Australia Hall of Fame office at the Melbourne Cricket Ground, Brunton Ave, East Melbourne VIC. Parking is provided.

## CONTRACT TERM

As per signed contract

## APPLY

Resumes accompanied by a cover letter can be sent to [admin@sahof.org.au](mailto:admin@sahof.org.au) addressed to the Sport Australia Hall of Fame's CEO by April 11, 2023.