

SPORT ADMINISTRATOR

Reporting to: The Director of Extra & Co-Curricular Sport ELC – 12 through the Principal Concordia Campus

Location: The position will be located across Concordia College campuses:

- Primarily Concordia Campus, 24 Winchester Street, Highgate, and
- St John's Campus, 20 Highgate Street, Highgate, and
- and at times St Peters Campus, 71 Cumming St, Blackwood

Classification: As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

Tenure: Ongoing part time

Time Allowance: 37.5 hours per week, 42 weeks per year (39 term weeks plus 3 additional weeks). Some out-of-hours work may be required.

Role Description

The Sport Administrator will assist and support the Director of Extra & Co-Curricular Sport ELC – 12 and the Sports Coordinators at Concordia College to effectively support student engagement in extra and co – curricular sport.

The Administrator, alongside the Director, Sports Coordinators and Coaches, is responsible for coordinating programs that exemplify how sport reinforces learning, strengthens student engagement, and supports their holistic development.

Essential Requirements

- Relevant qualifications and experience appropriate to the role
- a demonstrated commitment to ongoing professional growth through school-based initiatives, short courses, or other relevant development opportunities
- experience in using contemporary digital technologies
- current Working with Children Check and RRHAN-EC
- First Aid accreditation

Selection Criteria

Sport Administration	1. Administration & Organisational Skills • Demonstrated ability to manage schedules, registrations, events, and competitions. • Strong record-keeping, data entry, and document management skills. • Ability to coordinate multiple tasks and meet deadlines. 2. Communication & Interpersonal Skills • Excellent written and verbal communication. • Ability to liaise effectively with students, coaches, parents, staff, and external stakeholders. • Strong ability to find constructive solutions and customer-service skills. 3. Knowledge of Sports Management & Governance • Understanding of sport-specific rules, policies, and operational requirements. • Familiarity with governance frameworks, compliance, and organisational policies. • Experience implementing competition regulations and safety standards. 4. Technology & Systems Competence • Proficiency with registration platforms, and scheduling software. • Strong general IT skills (MS Office, spreadsheets, databases, email systems). • Ability to produce reports 5. Event & Competition Coordination • Experience planning and delivering sporting events, fixtures, tournaments, or programs. • Capacity to manage logistics, equipment, venues, and volunteer coordination. 6. Values and Ethos • Commitment to the aims and values of independent education. • Professional integrity, discretion, and respect for confidentiality. • A positive, can-do attitude and willingness to contribute to the wider life of the school community
Culture	• Demonstrates, expects and communicates behaviours that reflect the values and culture of the College • Has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living • Establishes and maintains high expectations of staff and students • Acknowledges successes and encourages collegiate support • Contributes to College-wide initiatives
Competencies	• A lateral thinker and positive problem solver • Shows professional judgement and initiative • Strong knowledge of Microsoft O365, SEQTA, Synergetic, or a similar database • Provides effective day-to-day support • Appropriate knowledge of relevant digital technologies
Personal Qualities	• Motivates and influences through exceptional communication and collaboration • Demonstrates excellent professional judgement, composure and resilience when faced with challenge • Openness to change and improvement • Ability to work in a demanding role, including working out of normal hours • Projects positivity and displays genuine enthusiasm and optimism • Consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College • Displays personal integrity, honesty, resilience and courage