OFFICIAL

City of Stirling
City of Choice

Position Description

Position Title	Coordinator Active Communities
Directorate	Community Development
Business Unit/s	Recreation & Leisure Services
Reports to	Service Lead Leisure Services
Classification	Level 8 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 240,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision
A sustainable City with a local focus.

Mission Statement
To serve our community by delivering efficient, responsive, and sustainable service.

Values
The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to the Service Lead Leisure Services.

Business Unit Objective

To provide and facilitate a wide range of sport, recreation, and healthy lifestyle opportunities for the community through the delivery of strategic community infrastructure planning, facility management, club development, beach services and community wellbeing.

Position Overview

This position provides high level emphasis on the development and implementation strategies of Active Communities programs whilst liaising with sporting clubs and state sporting associations to assist and develop opportunities for community sport and recreation participation.

Position Objectives

Strategy

- Develops policies, management and operational procedures that will reinforce the service delivery of Active Communities.
- Assist with the development and implementation of service plans and annual budgets for the service area.
- Identifies and submits capital and operational budgetary submissions as required.

Bookings and Operations

- Coordinate active sports ground and recreational reserve bookings in accordance with relevant policies and procedures and problem solve and facilitate issue resolution as required.
- Manage and review the ongoing efficiency of sporting club seasonal change-over procedures in consultation with other internal business units.
- Oversee and logistically manages large projects on active reserves in conjunction with the City's community events team.
- Assist the Active Communities team in dealing with complex requests relating to reserve usage, maintenance and improvements and ensure a very high standard of responsive service is provided to all stakeholders.
- Develop sports codes ground use strategies as relevant.
- Coordinate the operations of the sports floodlighting control systems to ensure minimum downtime and accurate reporting of actual time of use for monthly invoicing.
- Identify trend data analysis that provides opportunities regarding club membership, and sustainability initiates inclusive of optimising active reserve usage and ensuring ongoing viability of all clubs.
- Review the format, timing and content of sporting club annual health checks including reporting of annual club membership statistics and analysis on a biannual basis with recommendations on improvements to ensure Club viability.

- Coordinate the tracking of usage, membership and club development related statistics including clubroom usage for sports clubs, active grounds and community groups using adopted approaches/tools such as Club Health checks.
- Coordinate high level support to sporting clubs on all levels of club sustainability and governance.
- Coordinate and promote the delivery of club sustainability programs and initiatives such as club development seminars, workshops, e-bulletins, and recognition initiatives.
- Coordinate the promotion of operational grant funding opportunities to assist Clubs in delivering services to the local community.
- Assist in delivering City's Public Health Plan action items through the sporting club activities.
- Establish community and business partnerships with internal and external service providers and other government agencies that can improve the sustainability of sporting clubs.
- Main liaison with State Sporting Associations, and other relevant higher order agencies such as the Department of Sport and Recreation.
- Ensure regular end effective engagement with other business units to ensure continuity of service to sporting clubs across the City with minimal interruption to regular activities.
- Develops relevant sports code active ground use strategies.

People

- Coordinate the Active Communities Team and develop strategic service intentions and report on achievement of performance objectives.
- Supervise and lead a team of Active Communities Officers in delivering projects related to sport, leisure and recreation facility provision.
- Provide guidance and direction to the team to ensure professional development and growth to meet the evolving requirements of the role

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.

- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
A tertiary qualification in sport, recreation, statutory planning, or a similar degree.	Essential
Knowledge, Skills, Experience & Abilities	
Strong communication skills, both oral and written, including research, report writing, public speaking and presentations.	Essential
Skills and experience in negotiation, facilitation and problem-solving.	Essential
Intermediate skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Strong creative promotion and marketing skills.	Desirable
Experience working in a face-paced team environment and working with volunteer organisations.	Essential
Understanding of sport and recreation industry trends.	Essential
Strong organisational and events management skills.	Essential
Experience in the delivery of substantive community programmes/projects related to physical activity/participation and club development.	Essential
Experience in leading and managing a small team	Desirable
Experience in local government.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current WA Driver's Licence	Essential

Office use only

Position Creation Date	Date	1 October 2023	Officer	Service Lead Active Communities
Last reviewed/Modified	Date	31 March 2026	Officer	Manager Recreation and Leisure Services