**PRIMARY PURPOSE**

To deliver the Equestrian NSW Para Equestrian Dressage Social Inclusion Project, funded by the Australian Government Department of Health.

**CONTEXT**

Equestrian NSW received a two-year $220,530 grant from the Federal Government Department of Health for a project to provide opportunities and support for people with a disability to participate in Para Dressage activities.

The **Project Officer** will be appointed to oversee project milestones and reporting requirements, manage the project plans and outcomes; consult with stakeholders to produce project resources and facilitate workshops/ training and support event organisers offering Para Dressage events.

Attachment 1 provides an outline of the Project Plan. Further details will be provided to applicants who move forward to interview.

**JOB DETAILS**

* The Project Officer will be a contractor to Equestrian NSW, reporting functionally to the Project Working Group.
* The Project Officer must be able to start by 21st September 2020, with project activities to be completed by 31st December 2022 and final reporting by 28Th February 2023.
* Flexible working hours are expected to be on average about 8-10 hours per week, with some meetings and activities conducted during evenings and weekends. Some travel and overnight stays may be required during workshops and activities.
* Office facilities, IT, communications and transport are not provided.
* Depending on qualifications, skills and experience, an hourly rate of up to $90/hour plus gst is available.
* Invoices are to be submitted fortnightly and will be paid within seven days.
* Travel and accommodation will be reimbursed based on project budget rates.
* Administrative support will be provided from the Equestrian NSW office.

**REQUIREMENTS OF THE ROLE**

* Experience managing government-funded projects.
* Proven track record of delivering projects within defined milestones, timelines and budgets.
* Demonstrated understanding of the issues and challenges related to the participation of People with a Disability in equestrian sport and experience in Para Equestrian sport activities.
* Experience in identification, assessment and management of project risks.
* Ability to plan and organise self and work in order to achieve objectives and targets.
* Provide monthly reporting of progress against project milestones with explanation of variances.
* Demonstrated ability to plan and facilitate meetings ensuring agendas, reports and minutes are distributed on a timely basis, whilst employing techniques to ensure efficient time management, and the conduct of collaborative and inclusive discussions.
* Excellent communication, people and team management skills including stakeholder engagement, with the ability to influence, motivate and mentor.
* Experience directing other project advisors to ensure project outputs meet funding requirements and timelines.
* Experience facilitating and contributing to the development of learning resources for a range of learners and media formats.
* Ability to ensure activities and participants comply with WH&S, Equestrian Australia and Animal Welfare regulations, policies and procedures.

**BEHAVIOURS**

* High level organisational skills
* Attention to detail
* Customer focus
* Relationship management
* Teamwork
* Initiative

**QUALIFICATION AND EXPERIENCE**

Mandatory:

* Competent user of Microsoft Office software
* Five years in a project officer role
* Current Working with Children Check and National Police Certificate

Preferred:

* Formal qualifications in project management
* Experience in a not-for-profit sporting organisation
* Experience in the delivery of training and resource development in an equestrian setting
* Experience of health and lifestyle challenges for People with a Disability

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| **ATTACHMENT 1 – PROJECT PLAN SUMMARY** | |
| Project Context | This Grant is provided by the Federal Government Department of Health under the Driving Social Inclusion through Sport and Physical Activity Grant Opportunity Guidelines GO2645, which form part of the Agreement between the Commonwealth and the Grantee.  The two-year project will support NSW riders with a disability (Para riders) to participate in Equestrian Australia activities. The Project will focus on inclusion outcomes within the sport of Equestrian. |
| Project Team | * Para Equestrian Dressage Social Inclusion Project Working Party. * Project Officer * Consultants to assist with resource development and workshops/training activities * Admin Support |
| Project Objectives | The objectives of the program are to contribute on a local level to:   * Support vulnerable and disadvantaged individuals from targeted community groups to participate in flexible, community-based sport and physical activity projects; and * Increase acceptance of diversity, build inclusive communities, and assist vulnerable and disadvantaged individuals and families to develop social links through sport and physical activity.   A range of activities and resources will be developed to:   * Provide awareness training on the UN Convention on Rights of People with a Disability to ensure social inclusion of para riders in equestrian sport is standard practice. * Expand rider skills for participation and competition riding including development of mental and physical resilience * Provide opportunities for coaches to extend their skills to include para rider coaching * Encourage event organisers to include national para dressage tests in their programs * It is anticipated that this project may be used as a case study for increasing para rider participation in other states and to make recommendations for national social inclusion policies and protocols as well as proposing amendments to competition procedures and rules to accommodate people with a disability in Equestrian Australia activities. |

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| *Excerpts from the grant document outlining project purpose and performance requirements* | | |
| Purpose of the Grant | Use sport and physical activity to contribute to the building of resilient, cohesive and harmonious communities and ensure that individuals, families and communities have the opportunity to thrive and have the capacity to respond to emerging needs and challenges.  The program targets the following community groups to engage in sport and physical activity projects:   * newly arrived migrants and refugees * women * people with a physical or mental disability and * Aboriginal and Torres Strait Islander people.   The program objectives are consistent with the Sport 2030 National Sport Plan commitment that every Australian, at all stages of their life regardless of gender, ability or ethnicity, and no matter where they live, are able to undertake the exercise they need and want in a safe, fun and inclusive way, whether it is through sport or other types of activity. | |
| Project Outcomes | The intended outcomes of the program are to:   * Increase the participation of vulnerable, disadvantaged individuals and families from targeted community groups in sport and physical activity; * Increase community pride and connection within targeted community groups; and * Increase the range of flexible, community based, participation opportunities available.   This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.  The Grant is being provided as part of the Strengthen Social Inclusion Sport Rec program. | |
| Performance Indicators | Performance Indicator Description | Measure |
| Engage targeted community groups through sport and physical activities. | Number of activities undertaken and number of participants from targeted community groups as measured through the evaluation questionnaire and progress reports |
| Increase acceptance of diversity and deliver social inclusion outcomes. | Increased acceptance of diversity, community pride and connection within targeted community groups as measured through the evaluation questionnaire. |
| E.1 Performance Reports | The Grantee must provide Performance Reports to the Department at the time specified in the Milestone Table. Performance Reports are to contain information on the performance of the Activity during the reporting period. They must include:   * Evidence of your progress towards completion of planned activities, milestones, targets and outcomes (as outlined in the Activity Work Plan); * Performance against the Performance Indicators in Item B; * An explanation as to how your organisation is addressing, or proposes to address, any issues, problems or delays with the Activity; and * Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).   Performance Reports must be considered satisfactory by the Department before the milestone is met. | |
| E.2 Activity Work Plan | An Activity Work Plan and Budget must be submitted within the timeframe specified in Item E and must include:   * Planned activities, milestones, targets and outcomes for each financial year, as described in Item B; * Expected project outcomes and quantifiable performance measures; and * Include a Budget detailing planned expenditure of grant funds (in accordance with the Grant Opportunity Guidelines G02645 and in particular section *5.2 Eligible grant expenditure* and section *5.3 What the grant funding cannot be used for*).   The Activity Work Plan must be considered satisfactory by the Department before the milestone is met. | |
| E.3 Annual Report | None specified | |
| E.4 Accounting for the Grant | The Grantee must submit:   * An unaudited Annual Income and Expenditure statement for the Funds, by the dates specified at Item E, signed by the Grantee verifying the Grant was spent in accordance with this Agreement * A Final Financial Acquittal Report after the Activity Completion Date consisting an unaudited Income and Expenditure statement for the Funds signed by the Grantee verifying the Grant was spent in accordance with this Agreement. | |

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| E.5 Other Reports | A Final Report for the Activity must be provided to the Department within the timeframe specified in Item E. The Report must contain information on the performance of the Activity and must include:   * An evaluation of the performance, benefits and outcomes of the entire Activity including an evaluation of the Activity against the outcomes and Performance Indicators in Item B; * An explanation as to how your organisation addressed any issues, problems or delays with the Activity * A summary of key learnings for the Activity.   The Final Report must meet the Department’s satisfaction before the Milestone will be considered finalised. |
| Duration of the Grant | The Activity starts on 15 June 2020.  The Activity (other than the provision of any final reports) ends on 31 December 2022, which is the Activity’s Completion Date.  The Agreement ends on 30 June 2023 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement. |