

# Position Description

## Good Sports Project Officer

<b>Work Unit</b>	Program Delivery
<b>Classification Level</b>	3
<b>Employment type &amp; FTE</b>	Fixed term, part time (0.4 FTE) to June 30 <sup>th</sup> 2026
<b>Work location</b>	New South Wales
<b>Reporting line</b>	Regional Community Development Manager
<b>Supervisory Responsibilities</b>	Nil
<b>Date document created or updated</b>	June 2025

## Position purpose

Good Sports is Australia's largest community health sports program and has been helping build strong community sporting clubs across Australia for over 25 years (<https://goodsports.com.au/>).

Good Sports reaches over 12,000 clubs, three million Australians and over 100 sporting codes in all states and territories. The Good Sports program aims to strengthen club policies and practices to prevent harm from alcohol and other drugs and promote a healthier, safer and more family friendly environment. Good Sports clubs have access to the program's free, online tools and resources to build policies around alcohol management, smoking regulations, mental health, illegal drugs, and safe transport. Sporting clubs that role-model healthy behaviours are leaders in their community, playing an important role in preventing and reducing harm from alcohol and other drugs.

The Alcohol and Drug Foundation has been funded by the Department of Health and Aged Care to integrate vaping prevention into the Good Sports (GS) program. The project supports the Australian Government's continued commitment to building safe and healthy communities by reducing the negative impact of tobacco and nicotine on individuals and communities. By integrating evidence-based policy and practice into the GS program, clubs can reduce rates of harmful e-cigarette use both at a club and community level.

The Good Sports Project Officer (GSPO) will engage with community sporting clubs about how they can prevent the uptake of vaping in young players and support those who vape to access help to quit. They will do this through the delivery of vaping workshops with club committees, training coaches in how to have conversations with young players and delivering information sessions to young players and their parents on the risks and how to access support. The GSPO will also work individually with clubs to support strategy and policy development and adoption.

## Organisational context

Celebrating more than 65 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia's leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.

We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent.

For further information, please visit [www.adf.org.au](http://www.adf.org.au)

# Key relationships

## Internal

- State Manager
- Regional Community Development Manager
- National Senior Community Development Officer Peers
- National Community Programs Team
- Project Lead - Good Sports Vaping Project

## External

- Community sporting clubs, leagues and associations
- Peak Sporting bodies including State Sporting Organisations
- Local government
- NSW Road Safety Officers and Aboriginal Project Officers

# Responsibilities

- Deliver the Good Sports vaping prevention activities in line with established policies, procedures and quality standards
- Undertake stakeholder mapping to determine sporting codes/areas where the vaping need is the greatest.
- Proactively identify community sports clubs, particularly those with junior competitions, that would benefit from engaging in a vaping prevention activity and the Good Sports Program.
- Confidently engage with community sports clubs online, in-person, and through cold calling, about Good Sports and vaping prevention.
- Facilitate vaping workshops with community sporting clubs to increase awareness of the harms associated with vaping, provide a supportive space to discuss its impact on junior athletes and explore harm reduction strategies, encouraging clubs to join the Good Sports Program for tailored support in implementing effective vaping policies and practices
- Deliver the Coach and Club Leader Vaping Training Session to equip coaches and club leaders with the knowledge, confidence, and skills to talk to young players about the risks and harms of vaping, prevent vaping uptake and support young people who are vaping to access help to quit
- Deliver the Vaping Member Information Session to young players and their parents to increase young people's awareness of the risks and harms of vaping, equip parents with the knowledge to have informed conversations at home, and provide practical information on how to access support and resources to quit
- Support Good Sports clubs to progress through the program, including through the implementation of identified actions and policies.
- Promote Good Sports at Aboriginal Sporting Events with the aim of increased club participation in the Good Sports Program.
- Facilitate webinars for NSW Road Safety Officers and Aboriginal Project Officers, with the aim of fostering collaboration with Road Safety Officers across the state.
- Develop and maintain relationships with relevant program stakeholders including community sporting clubs, leagues and associations, and local councils
- Effectively plan and deliver activities such that program targets and key performance indicators are met
- Record and maintain accurate and up-to-date program data in the ADF's Customer Relationship Management system (Salesforce)

# Capability profile

## Essential

### Formal education

- Tertiary qualifications in a relevant field—ideally in sport, health promotion, or a related discipline—or currently working towards such qualifications, along with experience in a community development role.

### Skills and knowledge

- Awareness of alcohol and other drug issues, including harm reduction and harm minimisation approaches
- Understanding of community development principles
- Confidence engaging with community sporting club committees and volunteers
- Demonstrated experience facilitating health promotion, vaping, alcohol and/or drug, or similar community-based programs
- Demonstrated experience and confidence facilitating group workshops and presentations
- Strong verbal communication skills, including highly developed engagement, relationship management and group presentation skills
- Demonstrated experience developing stakeholder relationships
- An ability to self-motivate, plan effectively and meet Key Performance Indicators
- Excellent organisational skills with the capacity to work autonomously and as part of a team
- Ability to travel within State/Territory, a current driver's license and personal vehicle
- Ability to deliver after hours workshops to community sports clubs, as needed

### Desirable

- Experience working with community sporting clubs and/or club volunteers
- Experience working with young people

The successful candidate must be willing to undergo a Working with Children check.

### Key competencies

Competency	Definition	Importance
<b>Communication</b>	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	<b>Essential</b>
<b>Build &amp; Maintaining Relationships</b>	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	<b>Essential</b>
<b>Drive &amp; Initiative</b>	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	<b>Essential</b>
<b>Quality &amp; Compliance Focus</b>	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	<b>Essential</b>

<b>Teamwork and Collaboration</b>	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	<b>Essential</b>
<b>Influence and Negotiation</b>	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	<b>Essential</b>
<b>Customer Focus</b>	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of their way to ensure that individual customer needs are met.	<b>Essential</b>
<b>Adaptability</b>	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	<b>Desirable</b>