

# Position Description

## Good Sports Project Officer

<b>Work Unit</b>	Program Delivery
<b>Classification Level</b>	3
<b>Employment type &amp; FTE</b>	Casual
<b>Work location</b>	WA Office
<b>Reporting line</b>	Regional Community Development Manager WA
<b>Supervisory Responsibilities</b>	Nil
<b>Date document created or updated</b>	January 2026

## 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 Good Sports Project Officer (GSPO) will proactively engage with new and existing Good Sports clubs across WA. The role will work with WA Senior Community Development Officers (SCDOs) to identify new clubs that would benefit from joining the program. This role will also support WA SCDOs in delivering workshops on the importance of proactive alcohol management in sporting environments.

## 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
- Senior Community Development Officers

## External

- Community sporting clubs
- Sport Leagues and Associations
- Local Government

# Responsibilities

- Deliver the Good Sports program in line with established policies, procedures and quality standards in line with state operational planning.
- Develop and maintain relationships with relevant program stakeholders, including community sporting clubs, leagues and associations, and local councils.
- Proactively and confidently engage with community sports clubs that would benefit from the Good Sports program, including online, in-person, and through cold calling.
- Facilitate alcohol management workshops with community sporting clubs to increase awareness of alcohol and drug-related harms in sporting environments and strategies for reducing risk for club members, families and the community
- Effectively plan and deliver activity 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, along with experience in a community development or sport and recreation sector role.

### Skills and knowledge

- Awareness of community alcohol and drug issues, 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, alcohol and 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 WA, 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
- Understanding of approaches to community harm prevention

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>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>