

Project Officer – Here For The Game

Work Unit	New Strategic Programs, Evidence & Innovation
Classification Level	Level 3
Employment type	0.6 FTE, 10 months fixed term (Jan – Oct 2025)
Work location	South Australia
Reporting line	Manager, New Strategic Programs
Supervisory Responsibilities	Nil
Date document created or updated	October 2024

Position purpose

The role of the Project Officer – Here For The Game is to support the delivery of the Here For The Game (HFTG) pilot project in South Australia. The Project Officer – Here For The Game contributes to the high-quality delivery of the project, including engagement and recruitment of sports clubs to participate in the pilot, and supporting these clubs to implement the program as it is designed.

This role will provide project support for HFTG including managing relationships with community stakeholders (sports clubs) and supporting them to adopt and implement HFTG. Clubs will progress through the HFTG program criteria, assessing their environment against specific program standards and committing to a tailored plan of action to change gambling/sports betting behaviours and practices.

The Project Officer – Here For The Game will contribute to the delivery and enhancement of the HFTG pilot to ensure high quality delivery of the program to meet funder milestones and targets. They will also deliver a range of recruitment and promotional activities/initiatives with clubs and other local stakeholder groups. The Project Officer – Here For The Game will also support clubs to adopt and implement the program in line with program design and timelines. They will engage in internal working groups, contribute to pilot projects, maintain high quality data, and achieve service delivery goals.

The Alcohol and Drug Foundation (ADF) has been funded by the Office for Problem Gambling in South Australia to trial this approach to assist in minimising harms associated with gambling and sports betting through the piloting of prevention strategies, educational activities, and policy implementation within sporting clubs. The pilot will also seek to understand its impact on reducing alcohol and other drug harms.

Organisational context

Celebrating 60 years of service to the community, the ADF is Australia’s leader in AOD harm prevention. Our mission is to inspire positive change and deliver evidence-based approaches to minimize alcohol and drug harm in our community. Our vision is that people live healthy, safe, and satisfying lives, unlimited by alcohol and drug harm.

The ADF’s work reaches millions of people in local communities through sporting clubs, workplaces, healthcare settings and schools, through education, harm prevention programs and advocacy. The ADF is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery
- Knowledge, research and evaluation

- Policy and advocacy

The ADF's four key values are Courage, Collaboration, Adaptability, and Impact. Our values are underpinned by a commitment to good governance.

For further information, please go to our website: <http://www.adf.org.au/>

Key Relationships

Internal Relationships:

- Manager, NSP (New Strategic Programs)
- Project Lead – Here For The Game
- Project Sponsors – Here For The Game
- Program Delivery team (SA) including State Manager – SA/NT
- Research and Evaluation Team
- Project Stakeholders
- Marketing and Communications Team

External Relationships:

- Community sporting clubs, leagues, and associations
- Local stakeholders, including state and regional sports bodies, local Councils, leagues/associations
- Funders
- Expert Advisory Group members

Responsibilities

- Deliver HFTG program in line with established policies, procedures and quality standards
- Develop and maintain relationships with community sporting clubs, leagues and associations, local councils, and other community organisations
- Promote the HFTG program to attract clubs to participate in the program
- Support clubs to adopt and implement the program in line with program design and timelines
- Engage with program stakeholders responsively, including online, in-person, phone and email
- Effectively plan and deliver programmatic activity such that targets and key performance indicators are met
- Support the delivery of regional forums, promote, and represent the ADF and its programs and initiatives
- Record and maintain accurate and up-to-date program data in the ADF's data management systems
- Invest in personal development by participating in internal working groups, attending ADF communities of practice sessions, professional development and training opportunities
- Contribute to the delivery of the ADF Reconciliation Action Plan
- Provide feedback that supports the continuous improvement of HFTG and other ADF programs
- Prepare internal and external reports as required

Capability Profile

Formal Education

- Bachelor's degree in health, health promotion or related field or demonstrated experience in a community development role

Key Selection Criteria

- Demonstrated experience facilitating health promotion, gambling, AOD or similar community-based programs
- Understanding of community development principles and a willingness to visit and engage with communities to support delivery of place-based harm prevention approaches
- An understanding of Aboriginal and Torres Strait Islander culture and an interest in working collaboratively with community to achieve outcomes
- Awareness of gambling and drug and alcohol-related issues, harm reduction and harm minimisation approaches

- An ability to self-motivate, to plan effectively and deliver on program performance objectives and targets
- Experience developing stakeholder relationships and influencing change
- Strong communication skills, including highly developed written and presentation skills
- Ability to resolve conflict, solve problems and negotiate with stakeholders
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.
- Hold a current driver's license and own a vehicle
- State-based travel is required as part of program delivery. Interstate travel may be required from time-to time.

Desirable

- Experience working with community sporting clubs and/or club volunteers
- Understanding of place-based approaches to community harm prevention

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

Competencies (See table below)

Competency	Definition	Importance
Judgment and Decision Making	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	Essential
Innovation & Continuous Improvement	Comes up with new and imaginative ideas. Looks at things from different perspectives and recognises novel alternatives or solutions. Identifies fresh approaches and is willing to break away from tradition.	Desirable
Build & Maintaining Relationships	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.	Essential
Customer Focus	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 his/her way to ensure that individual customer needs are met.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Desirable
Management Control & Direction	Establishes clear priorities. Schedules activities to ensure optimum use of time and resources. Monitors performance against objectives. Provides team with a clear sense of direction. Takes charge, organises resources and steers others towards successful task accomplishment.	Essential
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential