

Role Statement

Project Support Officer, Growing for Gold

Classification Level:	ASO3	Agency:	Office for Recreation, Sport and Racing
Position Number:	P70087	Division:	Sector Capability and Partnerships
Direct Reports:	0	Business Unit:	Projects and Partnerships
ANZSCO Code:	5112	Reports to:	Manager, Projects and Partnerships
Date Updated:	Aug 2026	Location:	Mile End

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead South Australian Government agency for sport, active recreation and racing. ORSR supports sport and recreation organisations, local government, and the community by providing leadership and support through the development and delivery of funding, policy, programs, infrastructure planning and management, and high-performance pathways.

Division

The **Sector Capability and Partnerships** division takes a strategic and integrated approach to developing and delivering sport and active recreation initiatives that promote diversity, equity, and sustainability. The division focuses on supporting the sport and recreation sector to create inclusive and welcoming environments that encourage lifelong participation, helping to build and sustain a proud, active, and connected community.

Role Overview

The Project Support Officer, Growing for Gold is responsible for providing administrative and operational support to assist with the statewide implementation, delivery and evaluation of the South Australian Government's election commitment, Growing for Gold.

The role supports the Project Lead in the planning, coordination and delivery of Growing for Gold across metropolitan and regional South Australia, ensuring alignment with SA Government priorities and ORSR strategic objectives. This includes supporting sector growth and innovation, promoting inclusive practices, building the capability of paid staff and volunteers, and increasing participation in sport and active recreation.

The position also contributes to broader agency priorities and initiatives by liaising with and supporting state sporting organisations, state recreation organisations, industry bodies, local government, and other government and community stakeholders.



Key Outcomes of the Role

- Support the planning, coordination and delivery of the Growing for Gold program, ensuring activities are delivered within agreed timeframes and operational requirements.
- Provide administrative and coordination support to participating organisations, local government, state sporting organisations, schools and other stakeholders involved in program delivery.
- Maintain accurate program records, participant and provider databases, and support data collection, reporting and evaluation activities.
- Assist with the administration and ongoing maintenance of the Growing for Gold website, including updating content, program information and registration details.
- Support the development and distribution of communications materials, including website content, newsletters, social media content, participant information and stakeholder correspondence.
- Assist with collecting, analysing and reporting program data to support evaluation, continuous improvement and achievement of program objectives.
- Undertake administrative functions including document management, meeting coordination, purchasing, invoice processing and funding acquittal support.
- Contribute to broader ORSR initiatives and support projects and activities across the Projects and Partnerships team as required.

Special Conditions and Essential Requirements

- This role has been classified as a position of trust, and a 'prescribed position' under the *Child Safety (Prohibited Persons) Act 2016*. The incumbent is subject to a satisfactory Department of Human Services Working With Children Check (WWCC) in line with departmental criminal history screening policies and procedures.
- Some out of hours work may be required.
- Some intrastate and interstate travel may be required.

Qualifications / Licences

Desirable

- Tertiary qualifications in Recreation and Sport Management, Community Development or other relevant discipline.

Person Capabilities

- Demonstrated experience supporting the planning, coordination and delivery of projects, programs or events, including monitoring tasks and timelines.
- Sound knowledge of project administration processes and an understanding of the sport, recreation, community or government sector.



- Well-developed written and verbal communication skills, with the ability to prepare correspondence, reports, website content and other communication materials.
- Demonstrated ability to maintain accurate records, databases and information management systems, with strong attention to detail.
- Experience providing high-quality administrative support, including organising meetings, maintaining documentation and coordinating stakeholder communications.
- Proven ability to work both independently and as part of a team, manage competing priorities and meet deadlines.
- Demonstrated ability to liaise effectively with stakeholders, customers and service providers, fostering positive working relationships.
- Ability to gather, compile and analyse information to support reporting, evaluation and continuous improvement activities.
- Proficiency in Microsoft Office applications and the ability to learn and use online platforms, registration systems and website content management systems.

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997.
- Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

Name

Signature

Date: / /

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