



# Sports Association of Catholic Co-educational Secondary Schools

## Role Description

<b>Position Title</b>	SACCSS Chairperson
<b>Time Allocation</b>	Part-Time
<b>Reports To</b>	The SACCSS President/ Executive Group

### **Sports Association of Catholic Co-educational Secondary Schools Background**

The Sports Association of Catholic Co-education Secondary Schools (SACCSS) is a Catholic Co-educational Sports Association of the schools from the North-Western region of Melbourne with the following member schools:

- Antonine College Pascoe Vale South
- Caroline Chisholm Catholic College, Braybrook
- Catholic Regional College, Caroline Springs
- Catholic Regional College, North Keilor
- Catholic Regional College, St Albans
- Catholic Regional College, Sydenham
- Emmanuel College- Notre Dame Campus, Point Cook
- Kolbe Catholic College, Greenvale Lakes/ Mickleham
- MacKillop College, Werribee
- Marymede Catholic College, South Morang/ Doreen
- Penola Catholic College, Broadmeadows/ Glenroy
- Salesian College, Sunbury
- St Francis College, Melton/ Cobblebank
- St. Monica's College, Epping
- Thomas Carr College, Tarneit

### **SACCSS Aims**

The purposes for which the Association is established are to advance education by providing sporting activities and inter-school sporting events to students of member colleges and in particular to:

- encourage an interest in sport amongst competing schools;
- foster school spirit through co-operative endeavour in the sporting fields;
- encourage participation of all students in sport;
- encourage positive interaction between staff and students of member colleges;
- develop qualities of good sportsmanship amongst students;
- allow for recognition of those students with a special talent(s) in sport; and
- encourage students to strive towards excellence in sport and sports organisation.



# Sports Association of Catholic Co-educational Secondary Schools

## SACCSS Child Safety Commitment

### SACCSS Global Statement

- **SACCSS** is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
- **SACCSS** has zero tolerance for child abuse.
- **SACCSS** is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Indigenous Australian children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.
- Every person involved in **SACCSS** has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### The SACCSS Principles for Child Safety:

"In its planning, decision-making and operations SACCSS will...

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children and young people to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons; to safely disclose risks of harm to children and young people
4. Respect diversity in cultures and child-rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children and young people;
6. Engage only the most suitable people to work with children and young people and have high-quality staff and volunteer supervision and professional development;
7. Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children and young people is at risk; and
10. Value the input of and communicate regularly with families and carers."



# Sports Association of Catholic Co-educational Secondary Schools

The Sports Association of Catholic Co-educational Secondary Schools (SACCSS) seeks to engage a suitable person, as an independent contractor, in the role of Chairperson, commencing term 2 2026. The applicant must be suitable to be engaged in child connected work. The person must hold, or be willing to acquire, a Working with Children Check (WWCC).

The successful applicant will be engaged following the processes outlined in the “Guidelines on the Engagement of Contractors in Catholic Schools” document. [For further information please refer to this link.](#)

Position Accountabilities	Details
<b>Strategic Leadership</b>	<ul style="list-style-type: none"><li>Ensuring the practices and activities of the Association are consistent with the purposes set out in the Rules of Sports Association of Catholic Co-educational Secondary Schools (SACCSS).</li><li>Play an active role in the development and implementation of current and future strategies and objectives.</li><li>Be accountable for the implementation of elements of the SACCSS Strategic Plan.</li><li>Conduct planning and review projects where necessary in consultation with the SACCSS Committee and SACCSS Executive Officers.</li><li>Encourage and maintain a climate of quality and excellence within the Association and develop collaborative relationships with internal and external stakeholders.</li><li>Influence strategic decision-making within Association Leadership.</li><li>Benchmark innovative business strategies that initiate improvement in Association operations.</li><li>Monitor legislative developments and practices within the education sector that may impact on the Association.</li><li>Monitor, review and present relevant policies to the Association.</li></ul>
<b>Financial Oversight</b>	<ul style="list-style-type: none"><li>Provide strong and sustainable long-term financial management of the Association, including the development of financial strategies and goals in conjunction with the Executive Group and the Committee.</li><li>Oversee the financial outcomes of the Association through effective engagement in the budget setting process and ongoing monitoring and management of expenditure.</li><li>Oversee the preparation of the annual budget, financial plans and annual accounts.</li></ul>



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Position Accountabilities	Details
<b>Knowledge and Experience (Essential Criteria)</b>	<ul style="list-style-type: none"><li>Ability to work at an Executive level and a demonstrated ability to achieve a Strategic Plan within a Secondary School or State Sporting Organisation (SSO).</li><li>Strong interpersonal skills to communicate at all levels of an organisation.</li><li>Experience in leading, implementing and reviewing quality processes and strategies that are embedded throughout a Secondary School or SSO.</li><li>Sound judgment and the ability to operate autonomously, and demonstrated initiative and innovative thinking in dealing with issues in a decisive and consistent manner.</li><li>Current Victorian Working with Children Check or VIT.</li><li>An ability to embrace the values of the Association.</li><li>Commitment to and support of the ethos of a Catholic School.</li><li>Commitment to SACCSS Child Safe Program.</li></ul>
<b>Catholic Identity</b>	<ul style="list-style-type: none"><li>Endorse the Association's Catholic Identity.</li><li>Establish productive relationships with members of the Association and wider communities.</li></ul>
<b>Team Membership</b>	<ul style="list-style-type: none"><li>Executive Group – President, Outgoing President, Incoming President (ex-officio)</li><li>SACCSS Committee – all member schools Principals (ex-officio)</li><li>Executive Officer(s) Team</li></ul>
<b>Executive Officer Support</b>	<ul style="list-style-type: none"><li>Guide, monitor and evaluate Executive Officer(s) performance, professional learning and relevant training.</li><li>Meet with SACCSS Executive Officers – twice per term.</li><li>Conduct an Annual Review Meeting of the Executive Officer(s).</li><li>Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision-making and collaborative work practices.</li><li>Support and promote principles of Diversity and Equal Opportunity.</li><li>Demonstrate effective communication.</li><li>Present Professional Development opportunities for SACCSS Executive Officers – formal and informal.</li></ul>
<b>Involvement in the life of the Association</b>	<ul style="list-style-type: none"><li>Prepare for, attend and Chair SACCSS Committee, Executive Group and Executive Officer(s) meetings and extraordinary meetings as required by the Executive Group.</li><li>Support and participate in Association events including Swimming, Cross Country and Athletics Carnivals, SACCSS Annual Awards Luncheon.</li><li>Induct new Principals to the aims and practices of the Association.</li></ul>



# Sports Association of Catholic Co-educational Secondary Schools

## Conditions of Employment

- The role is part time and service provided would involve a commitment of a maximum of 40 days per annum.
- This position is for a three-year contract period, to be reviewed annually.
- This role description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the Association's operations.
- You will be engaged as an independent contractor. This will attract \$20,000 pa remuneration.