



Sports Liaison & Projects Officer

The opportunity

Sport is at the heart of many communities, and you could play a key role in helping local clubs, associations and facility users thrive across the Wollongong Local Government Area. As the Sports Liaison & Projects Officer, you'll become the primary connection between Council and the sporting community, supporting clubs with enquiries, facility improvements, projects, grants and day-to-day operational matters.

You'll join the Recreation Services team, working closely with a small and supportive group that includes sport administration, property and project specialists. Reporting to the Team Leader Sports Services, you'll collaborate with sporting clubs, volunteers, associations and internal stakeholders to strengthen community participation and improve sporting facilities and services.

This role offers variety, autonomy and meaningful community impact. One day you may be meeting with a sporting club to discuss a facility improvement project, the next you could be supporting a grant opportunity, coordinating stakeholder engagement, reviewing facility usage data or helping resolve issues affecting sports fields and amenities. You will hold a valid Class C drivers licence and travel across the Wollongong Local Government Area as required. No two days are the same.

This is a Permanent full time position working 35 hours per week with a salary ranging from \$93,237 to \$109,061 per annum, plus superannuation. Salary will be determined based on skills, experience and qualifications.

Interested?

Click on 'Apply' to complete your online application.

You will be prompted through the application to answer the selection criteria as outlined overleaf.

Contact Christopher Brown, Recreation Services Manager, on (02) 4227 8214 for questions related to the job.

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

Applications close 11:59pm, Sunday 27 September 2026.

How you'll make a difference

- Act as the first point of contact for sporting clubs, associations and facility users across Council-managed sporting facilities.
- Build strong relationships with sporting clubs, volunteers, community organisations and internal stakeholders.
- Support clubs to navigate Council processes, approvals, bookings, landowner consents and compliance requirements.
- Coordinate communication between clubs and Council teams to ensure enquiries, requests and issues are managed effectively
- Support the delivery of sport and recreation projects, facility improvement programs and community engagement activities
- Assist in identifying and supporting grant funding opportunities for sporting organisations and Council initiatives.
- Collect, maintain and analyse participation, facility usage and stakeholder data to support informed decision-making.
- Prepare reports, correspondence and supporting materials for projects, advisory groups and operational activities.
- Support sporting facility allocations, hire agreements and booking processes.
- Help deliver positive sport and recreation outcomes that contribute to an Extraordinary Wollongong.

About you

You are a proactive relationship builder who genuinely enjoys working with people. You understand that successful community outcomes are built through trust, communication and collaboration, and you're comfortable engaging with everyone from volunteer club presidents and committee members through to senior stakeholders and project teams.

You bring experience working with sporting clubs, community groups, volunteer organisations, recreation providers or similar stakeholder-focused environments. You are confident representing an organisation, managing enquiries, coordinating projects and maintaining positive relationships with diverse groups.

You are:

- Experienced in stakeholder engagement, customer service and relationship management.
- Comfortable working independently while managing multiple priorities and competing demands.
- An effective communicator with strong written and verbal communication skills.
- Skilled at building trust and working with volunteers, community groups and sporting organisations.
- Organised and capable of supporting projects, initiatives and stakeholder engagement activities.
- Comfortable using digital systems such as booking platforms, CRM systems or databases and able to quickly learn new technologies.
- Committed to delivering exceptional outcomes for customers and the community.

You will hold a qualification in Recreation Management, Sports Administration, Project Management or a related discipline, or bring equivalent experience gained in a similar role. This could include experience within sport, recreation, local government, community services or volunteer-based organisations. You will hold a valid Class C drivers licence and be willing to travel across the Wollongong LGA.

Most importantly, you embody Wollongong City Council's values of **Respect, Integrity, One Team, Sustainability and Courage** in the way you work and build relationships with others.



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



Veterans
Employment
Program



Committed
to Core
Inclusion



Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage.

The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.

1. Please detail your experience working in the sport, recreation, community, local government, or volunteer sector. Include details of any relevant tertiary qualifications you have completed.
2. Describe your experience building and maintaining effective relationships with community groups, sporting clubs, volunteer organisations or similar stakeholders.
3. Provide an example of how you have used digital systems, booking platforms, databases or reporting tools to improve service delivery, maintain records or support decision-making.



Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.

True work-life balance

We know you work hard, and we make sure that effort is rewarded with real flexibility. Our hybrid work options, flex-time, and rostered days off mean you can maintain balance with family and enjoying our coastal lifestyle, while delivering great outcomes for community.

Great working conditions

Enjoy a 35-hour work week.

Generous leave provisions

Five weeks of annual leave per year (pro rata) and access to long service leave after just five years.

Health, safety, and wellbeing

We prioritise a safe workplace for everyone, every day, everywhere. Our wellbeing programs support mental, physical and social wellbeing of our people to be at their best and include an Employee Assistance Program, skin and hearing checks and discounted gym memberships.

A vibrant social culture

We have a thriving Social Club hosting a range of fun activities year-round from trivia to happy hour events, themed nights and more. There's a dedicated social space with table tennis, pool table and shared break out areas.



Next steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions.

Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

- We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.
- Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.
- Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.
- Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

