



Calisthenics Association of WA

Job Title:	Development Officer
Department/Group:	
Location:	CAWA - Midvale
Reports to:	President
Job Description	
<p>The Development Officer plays a key role in the growth, promotion and sustainability of Calisthenics across Western Australia. With a focus on club development, participation growth, volunteer engagement, funding and governance support, this role works closely with the state's 14 clubs and key stakeholders to build a strong and sustainable sporting environment. The Development Officer also supports the Board in planning, monitoring, and delivering on strategic and operational priorities.</p>	
Key Responsibilities	
<i>Club Development & Support</i>	
<ul style="list-style-type: none">• Provide practical support and guidance to clubs on governance, compliance, and volunteer management.• Assist clubs with planning, resource development, and succession strategies.• Coordinate training opportunities and share relevant tools and resources to strengthen club operations.	
<i>Participation Growth</i>	
<ul style="list-style-type: none">• Develop and implement initiatives to grow grassroots and community-level participation.• Promote and support school, holiday, and introductory programs in collaboration with clubs and local organisations.• Monitor participation trends and support clubs to respond to emerging needs and opportunities.	
<i>Volunteer Engagement</i>	
<ul style="list-style-type: none">• Support clubs in the recruitment, onboarding, training, and recognition of volunteers.• Promote a positive, inclusive, and sustainable volunteer culture across all levels of the sport.• Coordinate volunteer development initiatives and provide relevant resources to clubs.	
<i>Grants & Funding Development</i>	
<ul style="list-style-type: none">• Identify and share grant and funding opportunities with clubs and the organisation.• Support clubs in preparing and submitting funding applications.• Coordinate state-level funding applications, partnerships, and reporting requirements.• Assist in preparing documentation for sponsors and government agencies.	
<i>Governance & Planning</i>	
<ul style="list-style-type: none">• Assist in the development, implementation, and monitoring of the Strategic Plan and Operational Plan.• Report quarterly to the Board of Management on progress against the Operational Plan.	



- Monitor and report on the Asset Management Plan, Workforce Plan, and Risk Management Plan.
- Draft and propose updates to policies, procedures, and planning documents as required.
- Act as Executive Officer to the Governance Committee, supporting meetings, agendas, and actions.
- Assist in preparing reports to the Board and external stakeholders (e.g. DLGSC, Healthway) on strategic progress.
- Work with Board members and staff to ensure progress and alignment on key initiatives.
- Undertake specific governance and strategic projects as directed.

Communication & Stakeholder Engagement

- Maintain regular communication with clubs and key stakeholders on development initiatives.
- Represent the organisation at relevant meetings, events, and community forums.
- Build and maintain relationships with local councils, schools, community groups, and partners.

Program Delivery & Event Support

- Support the planning and delivery of development-focused programs, workshops, and events.
- Assist with logistics, administration, and evaluation of participation and volunteer initiatives.
- Contribute to the promotion of events and programs through digital platforms and newsletters.

Marketing and Brand Management

- Actively manage and strengthen brand presence through Social Media, website and digital screens.

Other Duties

- Undertake other duties as directed by the Board of Management to support the objectives of the organisation.

Key Relationships

- CAWA staff and Board of Management
- Club committees and volunteers
- Local councils, schools and community organisations
- State and local government bodies and partners
- Australian Calisthenics Federation

Key Selection Criteria

- **Essential:**
 - Sound understanding of community sport and sports development
 - Understanding of governance, risk management, and compliance frameworks
 - Demonstrated ability to work independently and as part of a small, collaborative team
 - Strong written and verbal communication skills, with the ability to build and maintain positive stakeholder relationships
 - Sound organisation and time management skills, including ability to manage multiple priorities
 - Proficiency in using Microsoft Office and cloud-based systems
 - Demonstrated ability to work within financial budget limitations
 - Ability to identify and apply for relevant grants and prepare associated documentation
 - Current Police Clearance and Working with Children Check (or ability to obtain)



- **Desirable:**

- Knowledge or experience in Calisthenics (not essential)
- Basic First Aid certification
- Qualifications in Sport Management, Community Development, Business, or a related field
- Experience supporting boards or committees and preparing reports for external stakeholders
- Understanding of DCITS or Healthway reporting processes (or similar)

Conditions of Employment

- Flexible working arrangements, including work from home, on-site duties, and a designated in-office day per week
- Availability to attend some events and meetings after hours or on weekends
- Provision of a work laptop and mobile phone
- A 3-month probationary period applies to this role

A Performance Development Review (PDR) to be conducted annually.