



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 all clubs and key stakeholders to build a strong and sustainable sporting environment.</p>	
Key Responsibilities	
<i>Club Development & Support</i>	
<ul style="list-style-type: none">• 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>Communication & Stakeholder Engagement</i>	
<ul style="list-style-type: none">• 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.	
<i>Program Delivery & Event Support</i>	
<ul style="list-style-type: none">• 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.	
<i>Marketing and Brand Management</i>	
<ul style="list-style-type: none">• Actively manage and strengthen brand presence through Social Media, website and digital screens.	
<i>Other Duties</i>	
<ul style="list-style-type: none">• 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
- 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
- Current Police Clearance and Working with Children Check (or ability to obtain)

Desirable:

- Knowledge or experience in Calisthenics (not essential)
- Basic First Aid certification

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.