

POSITION DESCRIPTION

POSITION TITLE:	Sports development coordinator
REPORTS TO:	National executive officer (NEO)
DIRECT REPORTS:	None
EMPLOYMENT TYPE:	Part-time (0.4 to 0.6 FTE), initially 12 months with the opportunity for ongoing
LOCATION:	Remote (preferred east coast of Australia base with ability to travel nationally as required)
SALARY:	\$70,000–\$80,000 FTE plus superannuation (Commensurate with experience)

ORGANISATIONAL SUMMARY

Polocrosse Australia is the national governing body for polocrosse in Australia, responsible for overseeing the growth, development, and governance of the sport nationwide. Our vision is to lead the sustainable growth of polocrosse in Australia.

With affiliated state associations, clubs, and thousands of participants across the country, we are committed to fostering participation, strengthening volunteer capacity, and supporting athlete pathways from grassroots to elite levels.

ABOUT THE ROLE

The Sports development coordinator supports the implementation of strategic projects designed to grow participation and improve capability across states and within clubs. The role works closely with the NEO and broader national stakeholders to provide administrative, operational, and developmental support in line with the organisation's strategic and operational goals. This position is also the primary point of contact for participation-based initiatives and club development programs.

KEY RESPONSIBILITIES

1. Participation growth and engagement

- Develop and implement strategies and programs to increase polocrosse participation across all age groups and regions.
- Assist in the rollout of national participation campaigns.
- Support affiliated state and club personnel with best-practice tools and resources to enhance player experience and retention.

2. Workforce education and development

- Assist in the planning and delivery of education and training resources for club administrators, coaches, umpires, and volunteers.
- Coordinate recognition programs such as awards.
- Liaise with stakeholders to ensure continuous professional development opportunities are promoted and accessible.

3. Program and operations support

- Provide operational support to the NEO and Board as required, including but not limited to administrative assistance, preparation of reports, and coordination of national events or programs.
- Assist in managing reporting requirements for Sport Integrity Australia, Australian Sports Commission, and other funding partners.

4. Communication and Community Engagement

- Work with the marketing and communications team to coordinate member communications, such as newsletters, website updates, social media content, surveys, and promotional campaigns.
- Represent Polocrosse Australia at relevant meetings, conferences and workshops.
- Foster relationships with clubs, members, and volunteers to promote national cohesion and collaboration.

KEY RELATIONSHIPS

Internal

- National Executive Officer
- Polocrosse Australia Board of Directors
- State associations and their Boards
- Clubs and their committees
- National committees
- Players, coaches, officials and volunteers

External

- Australian Sports Commission
- Sport Integrity Australia
- Commercial partners
- International polocrosse bodies
- Media and public relations contacts
- External service providers

SELECTION CRITERIA

Essential

- Demonstrated experience in sports development, participation growth or community sport.

- Knowledge of the sport and not-for-profit landscape, particularly working with clubs and volunteers.
- Strong administrative skills and competence with Microsoft Office and cloud-based systems.
- Excellent interpersonal, written and verbal communication skills.

Desirable

- A tertiary qualification in sports management, recreation, business, or a related discipline OR equivalent work experience in a similar role.
- Understanding of good governance and the requirements of national sporting organisations.
- Familiarity with the Australian Sport Commission's frameworks, including Game Plan and Sport Integrity initiatives.
- Knowledge and/or lived experience within the horse industry

ADDITIONAL REQUIREMENTS

Employment requirements

- Ability to work remotely and independently as part of a national team.
- Flexibility to work evenings and/or weekends with volunteer workforce.
- Flexibility to travel interstate for events or meetings on occasion.

Sports Integrity requirements

- Must hold or be willing to obtain a working with children check (or equivalent).
- Read and understood the [Polocrosse Australia national integrity framework](#).
- Have completed or be willing to complete the required Sports integrity education modules.

ORGANISATIONAL COMMITMENT

Polocrosse Australia aims to provide children and young people with a positive and enriching environment that promotes their social, physical, or emotional development.

We are committed to safeguarding children and young people in our care and ensuring that they feel safe and are safe. We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment.

APPLICATION PROCESS

Please submit your application to neo@polocrosse.org.au with "your name – sport development coordinator" in the subject line of the email.

Please include a covering letter of no more than two pages addressing your suitability for the role and your CV. Your covering letter must show us why you should be considered for the role, with careful attention to the criteria set out above.

Applications close at midnight (AEST) on 31 August 2025.

All applications will receive confirmation of receipt.