



Contractor Position

SERVICES DESCRIPTION

TITLE: *Sport Pathways and Administration Coordinator*

REPORTS TO: WAKF Executive Officer

LOCATION: As a contracted position, the contractor will work remotely and attend various meetings, events and/or workshop locations when delivering projects on behalf of the WA Karate Federation.

PURPOSE OF THE ROLE

Assist the Western Australian Karate Federation (WAKF) with the delivery of the WAKF Strategic Plan outcomes and actions as outlined in the operational plan by:

The position's key purpose will be

- Administrating WAKF Events and fostering opportunities for karate in WA.
- Overseeing WAKF State Team and State Squad initiatives and activities.
- Overseeing membership, both new and renewals, as well as membership communication.
- Providing administration support, including reception and general office duties.
- Serving as the Working with Children Check Officer.

KEY SERVICES

Event Planning and Coordination (WAKF Competitions, WAKL Competition and Awards Night)

- Prepare the annual event calendar in collaboration with the Events Committee as part of the WAKF Calendar development.
- Secure event venues and organise medical support for all relevant events.
- Develop event budgets and oversee procurement of necessary event-related stock.
- Collaborate closely with the WAKF Events Committee to align yearly event strategies and plans.



Administration of WAKF Events

- Facilitate event communication to the Event Committee, Tournament Director, members, participants, staff, and volunteers as required.
- Collaborate with the Event Committee & Tournament Director on event preparation, reviewing event processes, frameworks, and policies, implementing necessary changes for improved efficiency and effectiveness.
- Advertise the appointment of Tournament Directors for each event and provide support for their training.
- Develop an event volunteer handbook with roles and responsibilities.
- Set up event registration, payments and ensure registrations for all participants, coaches, referees and volunteers.
- Liaise with the Tournament Director once the event closing date has closed.
- Handle all administrative tasks associated with the event planning and execution.
- Develop and implement the use of event checklists and processes.

Event Collaboration and Support

- Act as the liaison between the WAKF Event Committee, Tournament Director and referees, ensuring their proper involvement and coordination with events.
- Handle post-event administrative tasks efficiently and thoroughly.
- Engage in marketing initiatives to promote events and ensure their success.
- Support the WAKF Finance Committee by managing event finances, conducting stock takes, and maintaining an accurate asset register.

State Teams and State Squad

- Collaborate with the State Head Coach to prepare the annual State Squad and State Team calendar within the WAKF Calendar
- Secure venues.
- Secure venues and manage budgets for state team and squad events.
- Coordinate bookings, travel arrangements, and administrative tasks for state team participation.
- Ensure that all policies and procedures in State Team Selection are followed and implemented, maintaining communication with all relevant parties.
- Support the WAKF Finance Committee by managing state squad and state team finances.



- Collaborate with staff and the coaching team on preparation, reviewing processes, frameworks, and policies for state squad and team efficiency.
- Implement and deliver an annual state team survey and provide a report to the Board and relevant community members.
- Develop and implement the use of event checklists and processes.

Initiatives, Projects and Courses

- Provide administrative support for all WAKF Initiatives, forums, seminars, courses and projects.

Administration

- Provide administrative services and support as required.
- Assist in publishing the WAKF annual calendar and maintaining communication with stakeholders.
- Manage inquiries, update websites and social media, and maintain relevant registers.
- Maintain and report on the WWC Check Register and member register.
- Maintain and report on the member register.
- Manage member new and renewal applications and registration fees.
- Communicate to the membership as required.
- Reporting as required, including operational reports for the Board and stakeholders.



General

When providing a service as a contractor for the WAKF, the following general conditions apply.

- Attend courses and workshops as required.
- Must comply with all WAKF policies and procedures.
- Implement the WAKF policies and procedures.
- Ensure WAKF programs, products and services are consistently presented in a strong positive image to the public and relevant stakeholders.
- As required, attend events, workshops and meetings.
- Other duties as determined by the Executive Officer from time to time.

KEY INTERACTIONS

- Executive Officer
- WAKF Chairperson
- Development and Communication Coordinator
- Heads of Styles, clubs, volunteers and members
- Referee Council, Events Committee and State Coach Team
- Stakeholders
- Board Members

General Note

The list of services herein is not intended be all-inclusive and may include additional services as required and assigned.

It may become necessary to modify/change the Services from time to time.



SKILLS AND COMPETENCIES REQUIRED

Communication

- Speaking Effectively:
 - Is a very skilled communicator and can shape the conversation to suit the audience.
- Writing Effectively:
 - Ensures key messages are portrayed through accurate reporting and documentation.

Teamwork

- Fosters Teamwork:
 - Is a strong collaborator driven to work hard as an individual to ensure the group's success.

Honesty & Integrity

- Can follow through on the commitments while modelling the values of the organisation.

Diversity:

- Promotes respect for diversity and the importance of culturally appropriate behaviours.

Initiative & Enterprise

- Takes the initiative:
 - Consistently looks for opportunities to improve programs and processes and can effect change without assistance from others.
 - Solving Problems:
 - Can anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems.

Planning & Organising

- Planning:
 - Initiative-taking and able to identify what is needed to plan for projects and broader goals successfully.
- Managing Work:
 - Highly motivated and able to manage their workload, adjusting their plans where necessary to ensure that outcomes are achieved.



ESSENTIAL CRITERIA

- Demonstrated experience in communication, development or sports administration.
- Demonstrated experience working with volunteers in a not-for-profit environment.
- A passion for the sport.
- Strong communication skills and ability to elicit cooperation from and work with a range of people.
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Independent worker that can also work in a team environment.
- Valid Working with Children Card

CONTRACTED POSITION

- 12-month contracted position with the potential to extend.
- ABN required.
- Public liability insurance is required.
- 26 hours per month
- Own office space and tools

HOW TO APPLY

Please send a cover letter outlining your experience and CV to the Executive Officer at eo@karatewestaustralia.com.

Applications Close

Enquiries

Ruth Gibbons

Executive Officer

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