



## Position Description – Pathway Coordinator

**Reports to:** General Manager, Karate Western Australia (Karate WA)

**Employment Type:** 0.3 FTE (12-month fixed-term contract, with view to extend subject to funding)

**Date:** November 2025

**Location:** Remote / Field Based

### 1. Purpose of the Role

The Pathways Coordinator is responsible for coordinating and delivering priority initiatives across Karate WA's High Performance and Pathway programs.

The role focuses on developing athlete, coach, and referee pathways aligned to the FTEM (Foundation, Talent, Elite, Mastery) framework, and coordinating international exchange, training, and cultural initiatives that connect Western Australia with partner nations through the Asian Engagement Program.

The role is non-coaching and operates within a part-time capacity, with priorities staged and agreed in collaboration with the General Manager.

### 2. Key Accountabilities

The following key accountabilities outline the major focus areas of the role. Activities will be prioritised and scheduled in collaboration with the General Manager to reflect the part-time nature (0.3 FTE) of this position

#### A. Pathway Delivery

- Coordinate and deliver approved actions under the Performance Pathway Plan and alignment with Asian Engagement Strategy
- Translate strategy set by the High Performance & Pathways Working Group into practical, deliverable actions and timelines.
- Coordinate international exchange, training, cultural, and collaboration initiatives that support pathway development for athletes, coaches, and referees.
- Liaise with Karate Australia, international federations, embassies, and key partners to support delivery of agreed initiatives.

COMMITMENT

CONSISTENCY

COMMUNITY



Department of  
Local Government, Sport  
and Cultural Industries





# KARATE

western australia

- Ensure activities are aligned with pathway outcomes, funding conditions, and Karate WA strategic priorities.
- Develop project plans, schedules, deliverables, and coordination frameworks for approved activities.
- Support the General Manager with stakeholder meetings, project correspondence and grant administration.
- Ensure all AE activities align with agreed objectives, brand requirements and funding conditions.

## C. Coordination and Collaboration

- Act as the primary coordination point between the High Performance & Pathways Working Group, General Manager, and relevant operational staff.
- Work collaboratively with State Coaching and Referee leadership to ensure pathway alignment.
- Support consistent communication and shared understanding of pathway and international engagement initiatives across stakeholders.

## D. Administration and Reporting

- Maintain accurate project records and documentation.
- Track budgets and deliverables under direction of the General Manager.
- Assist with grant reporting, monitoring, financial reconciliation and acquittals.
- Ensure activities comply with Karate WA and CITS policies, safeguarding requirements and brand guidelines.
- Maintain organised documentation for reporting and annual planning.
- Ensure all activities comply with Karate WA policies, safeguarding requirements, funding agreements, and brand guidelines.
- Assist with communication across digital channels including newsletters, website updates, and social media posts.

COMMITMENT

CONSISTENCY

COMMUNITY



Department of  
Local Government, Sport  
and Cultural Industries





# KARATE

western australia

## 3. Key Relationships

### Internal

- General Manager; Events & Operations Coordinator; Regional & Participation Coordinator; High Performance & Pathways Working Group; State Coaching Panel; State Referee Commission and identified key stakeholders.

### External:

- Karate Australia; Identified key stakeholders, partner federations; embassies, identified athletes, coaches and referees.

## 4. Performance Indicators

- Strategy and action milestones are delivered on time and within scope.
- Accurate and timely reporting and acquittals to stakeholders.
- Effective coordination and implementation of pathway engagement and activities.
- Develop strong working relationships with Karate Australia and international partners.
- Positive stakeholder feedback on communication and program management.

## 5. Qualifications and Experience

### Essential

- Experience in sport program coordination, athlete development or project delivery.
- Strong organisational and communication skills.
- Ability to manage projects in a part-time capacity.
- Understanding of athlete development pathways or high-performance environments.
- Experience in stakeholder engagement and reporting.
- Proficient in administration, documentation and data management.
- Commitment to safeguarding, inclusion and professional standards.

### Desirable

- Experience in karate, martial arts or sport pathway programs.
- Experience managing funded projects or grant reporting.
- Experience coordinating performance programs.

COMMITMENT

CONSISTENCY

COMMUNITY



Department of  
Local Government, Sport  
and Cultural Industries



KARATE  
australia



## 6. Values and Behaviours

- Commitment to Karate WA's mission, values and culture.
- Professional, respectful and inclusive communication.
- Collaborative and solutions-focused approach.
- Accountability for deliverables and deadlines.
- Commitment to continuous improvement and athlete-centred practice.

## 7. Compliance

- Hold and maintain a valid Working with Children Check (WA).
- Comply with Karate WA's Child Safeguarding, Code of Conduct, policies and Karate Australia Sport Integrity Policies.

## Other Information

- 0.3 FTE
- 12-month contracted position with the potential to extend.
- Remote & Field Work.
- Remote Allowance Package

## HOW TO APPLY

Please send a cover letter outlining your experience and CV to the General Manager at [eo@karatewestaustralia.com](mailto:eo@karatewestaustralia.com).

Applications Close: 2 January 2026

Applications will remain open; however, shortlisted candidates may be contacted and interviewed as applications are received.

**COMMITMENT**

**CONSISTENCY**

**COMMUNITY**



Department of  
Local Government, Sport  
and Cultural Industries

