



Position Description – Regional & Participation Coordinator

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

Employment Type: 0.4 FTE (12-month fixed-term contract, with view to extend subject to funding).

Date: November 2025

Location: Remote / Field Based (regional travel required)

1. Purpose of the Role

The Regional & Participation Coordinator supports the delivery of the Karate WA Strategic and Operational Plans through the implementation of the Regional Servicing Plan (Reach – Build – Thrive) and participation initiatives.

The role focuses on strengthening regional clubs, coaches, referees, and athletes, while expanding inclusive and accessible opportunities for all participants across Western Australia.

This includes delivering projects such as Guardian Girls in Karate, exploring and developing opportunities for future Regional Championship events and developing engagement between clubs and schools to access Sporting Schools karate programs. The position works collaboratively with the Pathways Team and the Events & Operations Team to deliver coordinated, inclusive, and sustainable participation outcomes across the state.

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 (0.4 FTE) of this position

A. Regional Servicing Delivery

- Implement and deliver the Karate WA Regional Servicing Plan across designated regions.
- Liaise with regional clubs, schools, local governments, and community groups to strengthen relationships and engagement.
- Implement Individual Regional Service Plans for each active region.
- Deliver club development sessions, referee and coach workshops, and athlete development days.

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- Support the delivery of referee and coaching seminars in the region.
- Identify and engage with emerging regional areas (e.g. Great Southern, Goldfields, Mid West, Pilbara, Kimberley) and develop project proposals and seek funding for new regional initiatives in collaboration with the General Manager.
- Lead the coordination and delivery of funded regional projects, ensuring compliance with grant deliverables and budgets.
- Provide on-the-ground support to regional clubs to help access funding, training, and resources.
- Assist in collecting and analysing participation data and club membership statistics for regional growth tracking.

B. Participation and Inclusion Initiatives

- Coordinate and deliver Come & Try Day activities in collaboration with the Pathways and Events & Operations Teams.
- Develop and deliver school engagement programs to promote karate as a Sporting Schools activity.
- Support clubs to become registered Sporting Schools providers through engagement between clubs and schools.
- Plan and deliver the Guardian Girls in Karate Program, initially in Wheatbelt and Peel, and support future expansion to other regions.
- Work with clubs to increase participation among women, girls, Indigenous, and culturally diverse communities.
- Contribute to statewide participation campaigns and inclusion initiatives that promote karate as an activity for life.

C. Communication and Partnerships

- Represent Karate WA in regional networks, forums, and stakeholder meetings.
- Communicate effectively with clubs, regional instructors, and schools regarding programs, funding, and participation opportunities.
- Promote stories of regional success through Karate WA communication channels.
- Support the preparation of funding submissions, sponsorship proposals, and acquittals for regional and participation programs.
- Liaise with the General Manager to ensure consistent branding and messaging.
- Collaborate with the Department of Cultural Industries, Sport and Tourism (CITS) on reporting and partnership outcomes.

D. Administration and Reporting

- Maintain accurate records of regional visits, activities, and participant data.
- Track progress of projects, deliverables, and funding outcomes.
- Provide quarterly written reports to the General Manager and Board summarising regional and participation outcomes.

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- Manage regional program budgets and ensure alignment with approved allocations.
- Maintain a register of potential new regions and identified funding opportunities.
- Ensure compliance with all Karate WA policies including safeguarding, risk management, and workplace health and safety.
- Support volunteer recruitment, recognition, and development in regional areas.
- Assist with communication across digital channels including newsletters, website updates, and social media posts.

E. Collaboration and Teamwork

- Work closely with the General Manager, Pathways Coordinator, Events & Operations Coordinator, committees and working groups.
- Share insights, data, and feedback from regional areas to support organisational planning and reporting.
- Collaborate on cross-functional projects that support participation growth and visibility.
- Participate in staff meetings, planning sessions, and debriefs.

3. Key Relationships

Internal:

- General Manager; Pathways Coordinator; Events & Operations Coordinator; State Coaching Panel; State Referee Commission; Events Committee; Regional Advisory Committee.

External:

- Regional Clubs, Dojos, and Instructors; Schools and Sporting Schools Coordinators; Local Government and Community Organisations; Department of Cultural Industries, Sport and Tourism (CITS); Karate Australia; Guardian Girls partners and community stakeholders.

4. Performance Indicators

- Regional Advisory Committee established and meeting regularly.
- Guardian Girls pilot delivered in Wheatbelt and Peel, with participation targets achieved.
- Min of two regional workshops (athlete, coach, referee) delivered annually.
- Individual Regional Plans completed and active for each key region.
- Measurable growth in regional club affiliation and membership.
- Increased participation of women, girls, Indigenous, and CALD communities.
- Funding proposals submitted and at least one new regional project initiated.
- Timely submission of reports to the General Manager as required.
- Positive feedback from regional clubs, schools, and community partners.
- Compliance with project budgets and grant requirements.

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5. Qualifications and Experience

Essential

- Experience in sport development, participation, or community engagement.
- Strong relationship-building and communication skills.
- Project coordination and reporting experience.
- Ability to travel regionally and work independently.
- Computer literacy (Microsoft Office, online systems, and data collection tools).
- Commitment to inclusion, safeguarding, and child protection.

Desirable

- Background or understanding of community sport structures, martial arts or karate.
- Experience in funding applications or project acquittals.
- Event or workshop delivery experience.

6. Values and Behaviours

- Commitment to Karate WA's mission, values, and culture.
- Respectful and inclusive communication with all stakeholders.
- Collaborative, proactive, and solution-focused approach.
- Integrity and accountability in all interactions.
- Dedication to continuous improvement and regional growth.

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

- 0.4 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.

Applications Close: 2 January 2026

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

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