

Position Description			
<b>Position Title</b>	Project Support Officer		
<b>Position Type</b>	Volunteer	<b>Reporting To</b>	NOM
<b>Location</b>	Flexible	<b>Date</b>	January 2025
<b>Nature of Tasks</b>	Project Co-ordination, Stakeholder Engagement, Administrative Tasks		
<b>Suitable For</b>	An organised professional with previous experience in project management, event coordination or education programs with strong communication skills.		
<b>Key Relationships</b>	NOM, Standing Committees, Board, Project Committees		

## ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION

The Australian Calisthenic Federation Limited (**ACF**) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

## OVERVIEW AND PURPOSE OF THE POSITION

The Australian Calisthenics Federation (**ACF**) is seeking a dedicated Project Support Officer to assist in delivering key national initiatives aligned with our strategic goals. This role is ideal for a dynamic individual with project coordination experience and a passion for community sport. You'll work closely with the National Operations Manager and other stakeholders to ensure timely and effective project outcomes, assisting in the formation of a project team to execute objectives on time and on budget.

The Project Support Officer role requires strong administrative skills, high level professionalism, confidentiality, and keen attention to detail. Responsible for the management and implementation of projects, in line with the ACF's strategic plan, the role is instrumental to improve ACF products, services and operations.

Reporting to the NOM, the time required is approximately 6-8 hours per month with some hours required to be completed out of business hours to meet the unique needs of the role. More time may be required leading up to planned project deliverables. Initially, some additional time will be required in orienting in the role and completing a handover.

## KEY RESPONSIBILITIES

- Coordinate and support the delivery of national projects aligned with ACF's strategic goals.
- Collaborate with stakeholders to drive engagement and ensure project success.
- Monitor progress, provide regular updates, and maintain accurate project documentation.

## CORE FUNCTIONS

- Project Development and Implementation
  - Provide project support to the National Operations Manager and Standing Committees.
  - Plan, organize, and execute projects in alignment with ACF's strategic objectives.
  - Develop clear timelines, objectives, and deliverables for each project.
  - Assist in the preparation of presentations, proposals and reports related to program objectives.
  - Ensure projects are delivered on time and within scope, addressing challenges proactively.
- Monitoring and Evaluation
  - Track project progress using appropriate tools and maintain detailed records.
  - Evaluate project outcomes and provide recommendations for improvement.
  - Provide regular updates on project progress, including achievements, challenges, and budget adherence.
- Stakeholder Collaboration
  - Work closely with internal teams and external partners to achieve project milestones.
  - Build and maintain positive relationships with stakeholders, member states, and community groups.
- Communication and Reporting
  - Provide clear and regular updates to the National Operations Manager.
  - Develop project documentation, including reports, timelines, and budgets.
- Support Strategic Initiatives
  - Assist with activating the ACF Strategic Plan and stakeholder engagement strategies.
  - Contribute to the Participation Plan by identifying opportunities for growth and engagement.
- Current Projects
  - Schools Cali Dance Program – Assist with the pilot program to engage schools and introduce Calisthenics to new participants.
  - Strategic Plan Activation - Support initiatives that bring the ACF strategic plan to life.
  - Stakeholder Engagement Plan: Assist in developing strategies to strengthen relationships with key partners and stakeholders.
  - Participation Plan: Contribute to initiatives aimed at increasing membership and participation across various demographics.

## QUALIFICATIONS AND SKILLS

- Experience

- Proven experience in project co-ordination or management.
- Administration & Communication Skills
  - Proficiency with Microsoft Office 365 and basic project management tools including Asana.
  - Strong communication and stakeholder engagement skills.
- Personal Qualities
  - Passionate about promoting Calisthenics and supporting ACF's mission.
  - Strong organisational skills with the ability to manage multiple projects, meet deadlines and ensure attention to detail in all deliverables.
  - Ability to work independently with clear direction and measures of success.
  - Handle sensitive information with confidentiality and discretion.
  - Must have experience working with Children/Young People and be prepared to sign a statement that they have read, understood and are committed to the ACF Child Safe Practices outlined in the ACF Safeguarding Child & Young People Policy.
  - Knowledge and experience within the sport of Calisthenics or similar sport is desirable but not essential.

## ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration - or equivalent.
- Adhere to ACF's Code of Conduct.

## PERFORMANCE INDICATORS

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities annually as part of the ACF's Performance Review process.

At all times you are expected to ensure the company needs are forefront of your decision making and the outcome of your work aligns with the ACF's strategic plan.