

<b>Position Description</b>			
<b>Position Title</b>	Participation & Product Development Officer		
<b>Position Type</b>	Paid	<b>Reporting To</b>	NOM
<b>Location</b>	Flexible	<b>Date</b>	March 2026
<b>Nature of Tasks</b>	Leads the development, coordination and implementation of national participation initiatives, products and pathways aligned with the ACF Participation Strategy and <i>Elevate 28!</i> Strategic Plan.		
<b>Suitable For</b>	Suitable for an experienced project or program delivery professional with strong stakeholder engagement skills and the ability to develop and implement national initiatives across a multi-stakeholder sporting environment.		

## 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 Participation and Product Development Officer (PPDO) to lead the development, implementation and evaluation of key national initiatives aligned with the ACF Participation Strategy and *Elevate 28!* Strategic Plan.

Reporting to the National Operations Manager (NOM), this role is responsible for driving the design, piloting and national rollout of participation products, pathways and supporting systems that increase accessibility, engagement and long-term involvement in calisthenics.

The role plays a critical role in translating strategy into action — working across Member States, clubs and national stakeholders to ensure initiatives are delivered consistently, effectively and in alignment with national priorities.

This is a delivery focused role, requiring strong project leadership, stakeholder engagement and the ability to manage multiple initiatives from concept through to implementation and evaluation. It forms part of the ACF workforce structure designed to support the delivery of national operations, participation growth and national programs under the Elevate 28 Strategic Plan.

This is a part-time (0.6 FTE) role. The position requires a consistent weekly working schedule, including at least one fixed working block to support regular planning and check-ins with the National Operations Manager.

Flexibility outside these hours may be required to meet project and stakeholder needs.

Some travel may be required to support the implementation of participation initiatives, pilot programs and national rollouts where on-ground support is beneficial.

## KEY RESPONSIBILITIES

- Lead the development and delivery of national participation projects aligned with the ACF Participation Strategy.
- Design, pilot and implement participation products that expand access and engagement across the sport.
- Design and implement consultation processes with Member States and major stakeholders when developing products and pathways.
- Coordinate national rollout of participation pathways, tools and resources.
- Support Member States and clubs to adopt and implement participation initiatives.
- Monitor progress against agreed timelines, KPIs and strategic outcomes.
- Maintain accurate project documentation, reporting and evaluation data.

## CORE FUNCTIONS

### Participation Product Development and Implementation

- Lead the design, development and rollout of participation products (e.g. recreational programs, online offerings, school initiatives).
- Develop clear project plans including timelines, deliverables, KPIs and resource requirements.
- Manage the full lifecycle of participation initiatives from concept through to national implementation.
- Ensure all products align with ACF strategic priorities and participation objectives.

### Participation Pathways and Growth Initiative

- Support the development and implementation of national participation pathways across all stages of involvement.
- Contribute to initiatives that improve onboarding, retention and participant experience.
- Assist in embedding participation tools and frameworks across Member States and clubs.

### Monitoring, Evaluation and Insights

- Track participation initiatives against KPIs and strategic measures of success.
- Collect and analyse participation and engagement data to inform decision-making.
- Provide recommendations for continuous improvement and future development.
- Contribute to national reporting aligned with participation strategy outcomes.

### Stakeholder Collaboration and Implementation Support

- Work closely with Member States to coordinate pilot programs and national rollouts.
- Support clubs in adopting participation tools, resources and frameworks.
- Build strong relationships with internal and external stakeholders, including schools, community groups and partners.
- Provide guidance, training and support to ensure consistent implementation across the sport.

### Communication and Reporting

- Provide regular updates to the National Operations Manager on project progress, risks and outcomes.
- Develop supporting documentation including reports, presentations and implementation resources.
- Contribute to national communication strategies related to participation growth.

### Support Strategic Initiatives

- Support activation of the ACF Participation Strategy and *Elevate 28!* Strategic Plan.
- Contribute to key initiatives that increase participation, visibility and accessibility across the sport.

### PROJECT DELIVERABLES

- Participation Strategy Implementation (2026 – 2028)
- Schools & Community Engagement Initiatives
- Participation Product Development (recreational, online and entry-level programs)
- National Welcome Pack and Pathway Development
- Workforce & Participation Support Tools (onboarding, communication and retention resources)
- Stakeholder Engagement & Partnership Initiatives

### QUALIFICATIONS AND SKILLS

- Experience
  - Demonstrated experience in project development, program delivery or participation growth initiatives in a sport/fitness context.
  - Experience working across multiple stakeholders in a sporting, education or community environment.
- Desired Qualification
  - Diploma in Sport, or Bachelor of Sport Development/Management
- Skills
  - Strong project management capability, including planning, delivery and evaluation.
  - Excellent communication and stakeholder engagement skills.
  - Ability to translate strategy into practical, deliverable outcomes.
  - Experience with digital tools (e.g. Microsoft 365, Asana, data tracking systems).
- Leadership and Communication Skills
  - Demonstrated leadership capability, with experience guiding committees, working groups or delivery teams.
  - Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders, including ACF Advisory Boards and member States.
  - Confidence in identifying issues, resolving problems and escalating matters appropriately.
- Personal Attributes
  - High level of integrity, professionalism and commitment to delivering quality outcomes.
  - Strong organisational skills and attention to detail.

- Proactive and solutions focused, with the ability to manage competing priorities.
- Collaborative and adaptable, able to work across a national, multi stakeholder environment.
- Willingness to work collaboratively within a nationally consistent framework and contribute to continuous improvement.
- Professional, discreet and aligned with ACF values.

### ORGANISATIONAL REQUIREMENTS

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

### PERFORMANCE AND ACCOUNTABILITY

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities outlined in this Position Description, with a focus on delivery outcomes, collaboration, alignment with ACF values and frameworks, and organisational needs.

To support you in the role and ensure expectations are clear, a 6 month probation period will apply to this role.

Monthly check ins will be conducted to review progress, priorities and performance, with a formal probation review at the conclusion of this period.

A formal performance review will also occur every 12 months to support planning, goal setting and outcomes. Performance will be assessed against delivery of key responsibilities, alignment with ACF strategic priorities and contribution to participation growth outcomes.

At all times, you are expected to ensure the organisation's needs are at the forefront of your decision-making and that the outcomes of your work align with the ACF Strategic Plan.

### RELATED DOCUMENTS

The following documents relate to the position:

Reference	Title	Identifier
(1)	<i>Elevate 28!</i> Strategic Plan	ACF-015-PLN
(2)	ACF 2026-2028 Participation Strategy - Strengthen   See   Grow	ACF-239-FRW