

<b>Position Description</b>			
<b>Position Title</b>	Administration & Event 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>	Provides administrative, operational and event coordination support across ACF activities, with a primary focus on supporting the delivery of national competitions and events, operational systems, communications and general administration.		
<b>Suitable For</b>	Suitable for an organised and proactive administrator with experience in event administration, operations support or organisational administration, who can manage multiple tasks and support a national organisation across events, systems and general operations.		

## **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 an Administration & Events Officer to provide operational and administrative support across the organisation, with a primary focus on supporting the delivery of the national competitions and events program.

Reporting to the National Operations Manager (NOM), this role plays a key support function in ensuring the smooth coordination of administrative processes, systems, communications and event delivery activities. 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 role works within a national framework, supporting a federated model where Member States deliver locally and ACF provides national leadership, systems, resources and coordination.

This is a flexible and evolving role, designed to support multiple areas of the organisation as required, while maintaining a strong focus on event administration. The role will contribute to improving operational efficiency, supporting national initiatives, and enabling consistent delivery across ACF activities.

This is a part-time (0.4 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 interstate travel may be required to support ACF competitions, events and key operational activities.

## KEY RESPONSIBILITIES

- Provide administrative support across ACF operations, including events, governance and general business functions
- Support the planning, coordination and delivery of ACF competitions and events
- Assist with document management, systems and process implementation
- Manage communications and respond to stakeholder enquiries
- Support the National Operations Manager with day-to-day operational requirements

## CORE FUNCTIONS

### Administrative Support

- Provide administrative support across ACF operations, including events, governance and general business functions
- Support the planning, coordination and delivery of ACF competitions and events
- Assist with document management, systems and process implementation
- Manage communications and respond to stakeholder enquiries
- Support the National Operations Manager with day-to-day operational requirements

### Event and Competition Support

- Assist with planning and coordination of ACF competitions and events
- Support entry systems, registrations, ticketing and participant communications
- Assist with venue coordination, logistics and supplier liaison
- Provide on-site event support where required
- Support post-event administration including reporting, reconciliation and feedback collection

### Systems and Process Support

- Assist in maintaining and improving operational systems and processes
- Support implementation of digital tools and platforms (e.g. MyStage, SharePoint, RevSport)
- Ensure documentation and workflows are accurately recorded and maintained

### Stakeholder Support

- Respond to enquiries from participants, coaches, clubs and stakeholders
- Provide administrative support to committees and working groups as required
- Assist in coordinating communications across ACF activities

### Flexible Operational Support

- Provide support across different areas of the organisation depending on workload and priorities
- Assist with emerging projects and operational needs as directed by the NOM

## QUALIFICATIONS AND SKILLS

- Experience
  - Experience in administrative or operational support roles
  - Strong organisational and time management skills
  - High attention to detail and ability to manage multiple priorities
  - Strong written and verbal communication skills
  - Experience using Microsoft Office and digital systems (e.g. SharePoint, event platforms)
  - Experience in event administration or support is desirable
  - Knowledge of calisthenics or similar sporting environments is desirable
- 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 National Competitions & Events Framework	ACF-019-PRC