

Position Description

Position	Operations Officer
Employer	Judo Western Australia Inc. (Judo WA)
Reports to	Chief Executive Officer
Location	The position will be required to work from a home office.
Position Commencement	Monday, 1 October 2025
Position Overview	The Operations Officer will play a vital role in supporting the delivery of Judo WA's strategic plan, with responsibilities spanning program delivery, event coordination, and servicing of both metropolitan and regional clubs. The successful candidate will be passionate about sport and community engagement, with a keen interest and understanding of judo. Formal judo accreditations are not required, but the ability to learn quickly and work with the unique needs of the judo community will be essential. This role will work closely with the CEO, Committees, Clubs, and stakeholders to ensure efficient coordination of Judo WA's activities and programs, building organisational capacity and resilience while strengthening member and club engagement.
Key Responsibilities	Program and Event Delivery: Support the planning, coordination, and delivery of Judo WA programs across both metropolitan and regional areas. This includes schools programs, community outreach initiatives, inclusion projects, performance programs, camps, as well as assisting with the organisation of local and state-level competitions and events. Club and Member Support: Act as a first point of contact for Judo WA members and clubs, providing assistance, information, and operational support as required. Ensure regional and metropolitan clubs are supported equally in accessing development opportunities. Stakeholder and Partnership Engagement: Build and maintain strong relationships with relevant stakeholders such as schools, community groups, local governments, and other sporting organisations to promote judo and its values. Volunteer and Committee Support: Work collaboratively with Judo WA Committees and with volunteers to support the effective functioning of Judo WA. This includes assisting committees with administration, coordinating communication, and ensuring volunteers are engaged and supported across all areas of the sport. Administration and Coordination: Provide operational support across the organisation, including assisting the CEO with administration, coordinating logistics, maintaining records, and supporting delivery of services to members, clubs, and committees. Contribute to ensuring smooth day-to-day operations of Judo WA. Reporting and Evaluation: Contribute to the monitoring, evaluation, and reporting of Judo WA's activities. Assist in compiling reports for the CEO, Board, and funding bodies, ensuring compliance with organisational and grant requirements while providing insights and recommendations for improvement.

Key Interactions	- Judo WA Committees - Judo WA Staff - Judo WA Clubs - Judo WA Members - Judo Australia - Judo Stakeholders in WA - WA Government agencies	
Competency Area	Communication <u>Speaking Effectively:</u> Is a very skilled communicator and can shape conversation to suit any audience; <u>Writing Effectively:</u> Ensures key messages are portrayed through accurate reporting and documentation; Teamwork <u>Fosters Teamwork:</u> Is a strong team player who is driven to work hard as an individual to ensure the success of the group; <u>Honesty & Integrity:</u> Can follow through on the commitments, while modelling the values of the organisation; <u>Diversity:</u> Promotes respect for diversity and the importance of culturally appropriate behaviours. Initiative & Enterprise <u>Takes Initiative:</u> Consistently looks for opportunities to improve programs and processes, and can effect change without assistance from others; <u>Solving Problems:</u> Is able to anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems. Planning & Organising <u>Planning:</u> Highly motivated and able to identify what is needed to successfully plan for projects and broader goals; <u>Managing Work:</u> Highly motivated and able to manage their workload, with the ability to adjust their plans where necessary to ensure that outcomes are achieved.	
Essential Criteria	- Proven experience in sports administration, program coordination, or event delivery. - Excellent interpersonal, communication, and presentation skills. - Ability to work independently, manage multiple projects simultaneously, and meet deadlines. - Current Working With Children Check or ability to obtain one. - Current Class C Driver's Licence and access to a reliable vehicle.	
Desirable Criteria	- Tertiary qualification in sports management, sports coaching, sports development, education, or a related field is preferred. - An understanding of the principles of judo is highly beneficial. Candidates with experience in other sports who are willing to learn about judo will also be considered.	
Hours of work	This is a part-time, fixed-term contract for 12 months. The role will commence at 2 days (15.2 hours) per week, with the possibility of increasing to 3 days per week following an initial 3-month probation period, subject to organisational need. Due to the nature of this position, hours will be flexible and some weekend or after-hours work will be required.	
Salary	A salary range will be negotiated in accordance with the Sporting Organisation Award 2020 (MA000082) dependant on the successful applicants skills and experience. A 'home office' allowance will also be provided.	

How to Apply	Applicants are asked to forward a resume outlining their relevant experience and a covering letter addressing each of the essential criteria via email to: Jacob Read, Judo WA Chief Executive Officer, jacob@judowa.org.au
When do applications close?	Applications close at 11.59pm (AWT) on Sunday, 14 September 2025.
Who do I contact if I have an enquiry?	Please contact Jacob Read, Chief Executive Officer at 0447 391 228 or jacob@judowa.org.au