



Position Description

Position:	Disability Inclusion Programs Coordinator
Location:	Melbourne (Kulin Nation)
Basis:	Full Time (12 Month Fixed Term Contract)
Department:	Growth and Development
Reports to:	General Manager Growth and Development
Internal Relationships:	Growth and Development Team All Australian Athletics departments and staff
External Relationships:	Member Associations, delivery partners, Disability Sporting Organisation partners, disability service providers and suppliers, classifiers, schools, teachers, coaches, clubs, parents, suppliers, and contractors.
Date:	September 2026

Position Summary

The Disability Inclusion Programs Coordinator is responsible for the administration and coordination of a suite of Australian Athletics' national initiatives aimed to facilitate increased opportunities for children and young people with a disability to participate in athletics. Whilst there are already a range of opportunities for children to participate in various athletics events through Australian Athletics, its Member Associations and the school environment, many of the participation opportunities require a classification or present additional barriers to entry. The system of classification doesn't cater for all disabilities and so a key focus of this role is to continue to expand opportunities for classification outside of the Paralympic pathway, as well as support new opportunities for entry level participation that doesn't require classification. Whilst broadly targeting increased participation from all children with a disability, there is a particular focus on the expansion of participation opportunities for children with autism and ensuring barriers to participation are considered in program design and deployment. This role also has a focus on capacity building within the athletics ecosystem through the development and delivery of education and training. The Disability Inclusion Programs Coordinator works closely with other Growth and Development staff, Australian Athletics Member Associations, partners, disability service partners, and those with lived experience on the design, delivery and promotion of initiatives across Australia.

About Australian Athletics

Australian Athletics (AA) is the governing body for Athletics in this country. It is a National Sporting Organisation whose major partner is the Australian Sports Commission. It is responsible for all Athletics activity, including high performance, participation, workforce



development, domestic and international competitions and events.

AA has a critical role in leading, fostering and encouraging participation in athletics in Australia and promoting excellence in performance. Furthermore, AA's role is to uphold the integrity of Athletics.

All employees are expected to behave in a way that is consistent with our organisational values and behaviours. Our values and behaviours are:

Values	Behaviours
Be bold to be better	We seek out new ideas and embrace change We take informed risks, learn from experiences so that we can do better
Collectively deliver Success	We encourage teamwork and collaboration to deliver our strategic goals We listen, engage and work with others and strive for success
Know and do what's right	We encourage each other to create an inclusive, safe and supportive environment We maintain ethical practices and remain accountable, while making a difference
Celebrate our people	We reward, recognise and celebrate individual and team stories and success We build and promote our collective knowledge

Key Responsibilities

Key Outcome Areas	Key Accountabilities
Investigation and Design	• Provide advice and leadership in relating to athletics participation for children and young people with disability. • Implement participant-centred and co-design design strategies, refining activities and approaches based on learnings and feedback • Address barriers to participation through program and initiative design, especially sensory sensitivity for children with autism.
Collaboration and Delivery	• Collaborate with Growth and Development staff and third-party providers. • Deliver participation opportunities for children with disabilities • Establish and maintain relationships with key stakeholders.



Classification and Inclusion	• Coordinate ongoing discussions and investigation into appropriate deployment of the II-3 autism classification within the athletics ecosystem. • In consultation with key stakeholders and experts, continue to actively explore methods and mechanism to incorporate the II-3 class into the athletics ecosystem with a focus on the provision of a positive participant experience. • Coordinate the meeting of the II-3 Autism working group, including organising meetings, setting agendas, taking minutes, and recording actions.
Education and Resource Development	• Develop and deploy resources to assist staff, clubs and volunteers. • Work with AA Coach Education staff and those working with officials to create education materials for coaching and officiating participants with a disability.
Inclusive Events	• Develop fully inclusive “soft-entry-point” athletics experiences including come ‘n’ try days, alongside Member Associations and partners. • Ensure welcoming community-based opportunities for children with disabilities and their families • Work with the Competitions Team and Member Associations to support the delivery of quiet rooms at major events, including the provision and distribution of sensory kits.
Communication and Engagement	• Support the develop of communications activities to increase awareness and drive participation in related initiatives. • Drive awareness of new initiatives and programs through relevant networks and partnerships.
Equipment Accessibility	• Identify locations where specialist equipment to support disability participation is a barrier. • Deploy equipment to priority locations.
Research and Evaluation	• Coordinate the program research with the university partner. • Measure the reach and impact of program initiatives. • Facilitate the collection and reporting of data internally and in line with the requirements of the grant funding as determined by the Commonwealth Government.
Project Management	• Manage delivery of the project plan, to deliver initiatives in line with grant agreement and approved Activity Work Plan between AA and the Commonwealth Government. • Ensure adherence to grant agreement and reporting requirements.
Financial Management	• Manage program budget funds in accordance with grant agreement. • Support the General Manager, Growth and Development and the General Manager, Finance in meeting the financial reporting obligations of the grant program.
Compliance and Safeguarding	• Ensure compliance with child safeguarding policies. • Adhere to program data collection, research, and reporting requirements.



Administrative Support	• Manage inbound inquiries related to the program. • Draft and coordinate program promotional content.
Documentation Management	• Maintain accuracy and currency of program documentation. • Track timelines and complete Government reporting requirements with support from the General Manager, Growth and Development.
Team Support	• Assist the Growth and Development team with key initiatives and other tasks as required.

Selection Criteria

Essential Requirements

- Preferred tertiary qualifications in education, management, project management or other related fields.
- Demonstrated understanding of the barriers to participation for children and young people with a disability and their families.
- Demonstrated understanding of a range of disabilities, particularly autism.
- Experience in developing and/or coordinating programs and initiatives for people with a disability that address barriers to entry and ongoing involvement, preferably in a sporting context.
- Outstanding verbal and written communication skills with a proven ability to build and maintain effective relationships both internally and externally with a diverse range of stakeholders.
- Demonstrated project management, coordination, and planning skills, with a strong attention to detail and accuracy.
- Experience in navigating complex and diverse stakeholder environments to achieve mutually beneficial outcomes.
- Well-developed interpersonal skills, with an ability to successfully work in a team orientated environment.
- Demonstrated experience in managing expenditure in line with approved budgets.
- Experience in producing reports in line with Commonwealth Government grant agreements.
- Ability to work under pressure and to plan, prioritise and organise to meet deadlines.
- Intermediate/Advanced skills in MS Office and other sport specific computer programs.
- Ability to operate with integrity and maintain confidentiality when dealing with sensitive information.
- A keen commitment to clean sport and abiding by AA's National Integrity Framework suite of policies including the Australian National Anti-doping Policy, Safeguarding Children and Young Persons Policy, and Code of Conduct.



- Hold and maintain a valid Working with Children Check and (or ability to hold) Police Check.

Desirable Skills, Qualifications and Experience

- Experience in co-design of initiatives and solutions, preferably with experience in the area of disability sport.
- An understanding of and experience with the para classification process.
- Strong understanding of the structure and dynamics of Australian sport, including the interrelationships at local, state and national levels.
- Experience with Athletics teams at single sport and multi-sport global championships.

Special Requirements

- This position will require some domestic travel, after hours and weekend work.
- This position and associated initiatives are funded with the support of a Commonwealth Government Information, Linkages and Capacity Building Social and Community Participation Grant. The continuation of the position beyond the term of this contract is subject to obtaining additional funding or the availability of resources to continue the role beyond this time.
- Successful completion of the following sport integrity training courses via the [Sport Integrity Australia eLearning](#) hub:
 1. Child Safeguarding in Sport Induction
 2. Competition Manipulation Sports Betting Course
 3. Anti-Doping Fundamentals Course
 4. Annual Update courses completed each year.

Conduct, Policies & Eligibility To Apply

AA is an Equal Opportunity Employer and actively encourages diversity and inclusion within our workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people with disabilities, and people from every culture, gender and sexual identity, age, and ethnic background. We are committed to providing a workplace and sport that is welcoming, respectful and a safe environment, members, and employees. As a condition of employment all AA staff must abide by the AA Workplace Health & Safety, Member Protection policies and Codes of Conduct.

To be eligible to apply for this position you must be an Australian/New Zealand citizen or hold Permanent Residency. AA is committed to protecting Children/Young People from harm. We require all applicants that will work with Children/Young People to undergo a screening process prior to appointment. It is essential our staff have knowledge of the Safeguarding Children and Young Persons Policy and of procedures that seek to address risks to child



safety and to establish child safe culture and practices.

As a condition of employment all staff must complete background screening (including have a current Working With Children Check and Police Check) and maintain a Working With Children Check for their period of employment.