



Inclusion and Membership Development Lead

Skateboarding Victoria

Employment	Fixed term full time position until December 2027
Commencement	Preferred commencement in November or December 2026
Location	Home based with travel within Melbourne and regional Victoria
Remuneration	\$100,000–\$110,000 base salary plus super (depending on experience)
Reports to	Level the Field Project Subcommittee - Director Skateboarding Victoria
Applications close	6 November 2026

About Skateboarding Victoria

Skateboarding Victoria is working towards a future where people of all abilities can access welcoming skateboarding opportunities and participate as riders, coaches, volunteers and leaders.

We are strengthening the clubs, partnerships and organisational systems that make this possible across Victoria. As a small, volunteer-led organisation, we work with staff, clubs, councils and community partners to grow participation and build the capacity to sustain inclusive programs.

About the role

The Inclusion and Membership Development Lead will deliver Skateboarding Victoria's Level the Field initiative and grow a stronger, more inclusive membership network.

Working with regional partners and people with disability, you will create opportunities to participate in skateboarding and progress into coaching or employment. You will help clubs sustain these opportunities beyond the pilot project.

This work will also shape how we develop and promote membership, ensuring members with and without disability see its value and receive welcoming, reliable support.

Approximately 80% of the role will focus on Level the Field and 20% on broader membership development, with support from Skateboarding Victoria staff and the Project Subcommittee.



Key responsibilities

- **Level the Field delivery:** translate the funding agreement and implementation plan into an achievable delivery schedule; lead the Geelong and Gippsland pilots, inclusive programs, coaching and workforce pathways; and coordinate delivery partners, consultants and contractors.
- **Inclusion and partnerships:** work with clubs, councils, disability organisations and regional partners. Ensure people with lived experience of disability, including the Lived Experience Advisory Group, influence program design, delivery and evaluation.
- **Inclusive infrastructure and activation:** Drawing on input from people with disability, clubs and councils, work with our existing industry partner to develop a statewide infrastructure strategy that guides accessible skatepark design and inclusive activation opportunities.
- **Membership and organisational development:** improve the membership framework, member experience, onboarding and retention. Maintain membership and safeguarding records and strengthen practical systems, compliance and Board support.
- **Budget and project accountability:** manage budgets, forecasts, milestones, contracts, risks and grant records within approved plans and delegations. Raise significant financial, delivery or compliance issues promptly.
- **Reporting and evaluation:** provide clear monthly updates to the Board and Project Subcommittee; coordinate subcommittee activity and participate in the Project Working Group; and complete funder reporting, evaluation and acquittal requirements.

What success looks like

The funded operational and strategic outcomes are delivered and evidenced within the approved budget and timeframe.

Participation by people with disability is tracked and understood, including the impact of the work on opportunities to ride, coach, volunteer and lead.

Membership and program attendance grow, with reliable records that demonstrate progress and inform improvements.

Clubs and partners have the confidence, resources and relationships to sustain inclusive activity beyond the funded project. Membership, safeguarding and compliance outcomes are achieved and maintained.

What you will bring

Experience leading a complex sport, community, inclusion or grant-funded program from planning through to evaluation, with confidence in budgets, contracts, risks, reporting and practical systems improvement.

The ability to build relationships across clubs, communities, government and delivery partners, communicate clearly with a Board and funders, and work independently in a home-based position.

A commitment to disability inclusion, safeguarding and meaningful engagement with people with lived experience. Experience in skateboarding, community sport, membership or club development is valued but is not essential. Relevant qualifications or equivalent experience will be considered.



Working arrangements and support

The role is home based and full time, with ordinary hours of 38 hours per week. The approximate four-day Level the Field and one-day organisational development split is a planning guide and can flex around agreed priorities, milestones and events.

Travel to meetings, programs and sessions in Melbourne and rural Victoria is essential. Allow approximately two travel days per month, with scheduling agreed around delivery requirements. Approved work-related travel expenses will be reimbursed in accordance with Skateboarding Victoria's arrangements.

Occasional evening or weekend work may be required. Scheduling and any additional hours or time off will be managed under the applicable employment conditions and agreed working arrangements.

The role reports to the Level the Field Project Subcommittee as a group. Nick Buskens, Project Sponsor, is the primary contact for day-to-day coordination and employment matters. Decisions, including leave and performance review arrangements, will be managed under agreed Board delegations. Subcommittee oversight remains separate from routine coordination.

You will work with Skateboarding Victoria staff and the Project Subcommittee, supported by the delivery partners, consultants and contractors involved in the project.

Required checks and licences

A current driver's licence and a valid Employee Working with Children clearance for child-related work are required. Safeguarding and other relevant screening requirements will be confirmed before appointment. The successful applicant will be expected to follow Skateboarding Victoria's safeguarding policies and code of conduct.

Flexible arrangements and inclusive recruitment

We welcome applications from suitable candidates seeking alternative working arrangements, including part-time hours, job sharing or flexible scheduling. Please outline your proposed arrangement and how it would support the role's responsibilities and project outcomes. Salary would be pro rata where applicable.

Skateboarding Victoria welcomes applicants with different professional and lived experiences, including people with disability and people from communities underrepresented in skateboarding. Applicants can request reasonable adjustments at any stage of the recruitment process.

Why join Skateboarding Victoria

Make a visible difference to access and participation while helping a growing organisation build the systems and relationships to sustain its work. There is potential for the role to continue as the organisation grows, subject to funding, organisational needs and applicable employment requirements.

Applications and confidential enquiries

Applications close on 6 November 2026. Submit your CV and a brief cover letter outlining your relevant experience and suitability for the role to info@skateboardingvictoria.org.au Include any proposed alternative working arrangements.

For a confidential discussion about the role, or to request recruitment adjustments, please contact Nick Buskens on 0404 384 688 or nick.buskens@skateboardingvictoria.org.au