



**Gymnastics**  
Australia

# Coordinator High Performance Operations

Gymnastics Australia

**SPORTSPEOPLE**  
RECRUITMENT





- **Varied “hands on” administration and operations role**
- **Support the delivery of Olympic and non Olympic Gymsports Programs both domestically and internationally**
- **Flexible location (Melbourne or Canberra preferred)**

## About Gymnastics Australia

As the peak governing body for gymnastics in Australia, Gymnastics Australia (GA) is a not-for-profit member-based organisation with a Federated operating model supported by its State and Territory Associations. Gymnastics in Australia includes the disciplines of Acrobatics, Aerobics, Gymnastics For All, KinderGym, Parkour, Men’s Artistic, Rhythmic, Trampoline, and Women’s Artistic. Each discipline is governed and supported by a National Commission comprised of voluntary technical experts and community leaders. GA provides national frameworks, participation and competition pathways for each gymnastics discipline; as well as delivering national and international events; and providing training and professional development for the gymnastics workforce.

Providing services to 500+ clubs, 7000+ accredited coaches and judges, 800,000+ participants, and gymnastics fans, the GA team is comprised of gymnastics experts, sport management and business leaders. With the head office located in the thriving sports precinct at Albert Park in Melbourne, GA also hosts National Training Centres at the Australian Institute of Sport in Canberra and in Brisbane that work to facilitate high performance pathways and support Australian gymnasts to compete at international benchmark events including World Cups, World Championships, the Commonwealth Games and the Olympic Games.

**Vision** - An inspiring gymnastics experience for every Australian

**Mission** - Gymnastics Australia grows the gymnastics community by fostering wellbeing and excellence in everything we do.

*“This is no ordinary operations role. We’re looking for someone who is eager to sink their teeth into a diverse range of programs and make a positive impact for our athletes and stakeholders ”* **Hannah Catchpole, HP Operations Manager**



# Coordinator High Performance Operations

Reporting to the High Performance (HP) Operations Manager, the Coordinator HP Operations is responsible for the actioning of key operational and administrative processes for the seamless delivery of Gymnastics Australia's Olympic and non Olympic Gymsports Programs of: Women's Artistic Gymnastics (WAG); Men's Artistic Gymnastics (MAG); Trampoline (TRP); Rhythmic Gymnastics (RG), Aerobics Gymnastics (AER), Acrobatics Gymnastics (ACRO) and Parkour (PKR).

The role is involved in a diverse range of projects across a variety of programs, including the coordination of National Training Centre (NTC) camps, booking group travel and accommodation, arranging uniforms, records management and administration support.

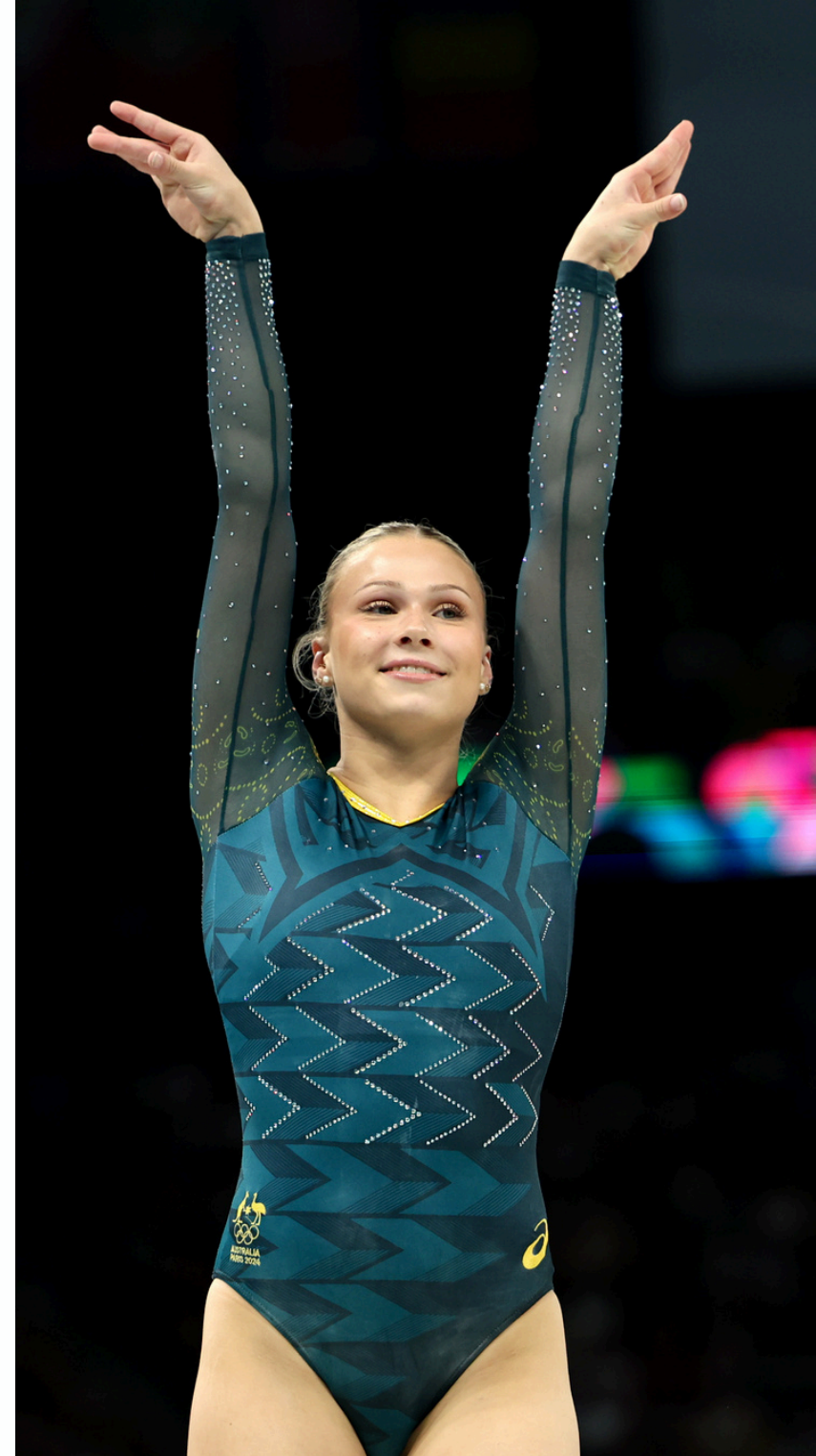
This role is a key member within the High Performance and Wellbeing Team, which delivers Australia to international events, with wellbeing at the forefront, ensuring athletes, coaches, judges and clubs are setup for long term success. The team supports clubs invested in high performance and contributes to workforce development, with the aim of identifying and supporting emerging leaders and future Australian team representatives. The team also manages the end-to-end logistics of Australian team travel, and coordinates training camps and clinics for all Gymsports.

Working autonomously within a highly focused team environment, this is a diverse and at times complex role that will suit a resilient and process driven self-starter with a relevant tertiary qualification and/or demonstrated experience in operations, administration, travel coordination or program management. A tenacious attention to detail and the ability to seamlessly navigate through changing and often competing deadlines and an ability to multi-task is essential to this role; a real all-rounder.

To be considered for this role you will need to have an adaptable and stable style, with exceptional communication skills and an ability to swiftly build relationships and credibility with athletes, coaches, parents, volunteers and other stakeholders at all levels.

You will be a quick thinker, able to solve problems on the run, thrive under pressure and be prepared to work hands-on doing whatever it takes to make-it-happen and get the job done without compromising quality and whilst maintaining exceptional service to members.

If you are ready to take your next career step into a diverse "hands-on" role within a National & Olympic High Performance sport then we'd love to hear from you! An understanding of gymnastics or high performance sport is not considered essential for this role, however would be looked upon favourably.



# Key Responsibilities

## Leadership

- Lead and role model organisational values within GA and across the broader gymnastics ecosystem.
- Participate in a proactive and emotionally intelligent manner to team discussions, contributing to an environment that encourages constructive challenge and debate.
- Clarify team roles and responsibilities to achieve outcomes.
- Provide leadership to staff, stakeholders and volunteers to ensure continuous improvement.

## Strategic

- Ensure all work aligns with the GA HP Plan, organisation strategy and optimal use of resources.
- Ensure all work aligns with the ASC Win Well strategy promoting continuous improvement through an athlete centred holistic approach.
- Translate change initiatives into practical strategies.

## Stakeholder Engagement and Relationships

- Work with key external stakeholders such as the AIS, Sport Integrity Australia (SIA), Australian Olympic Committee (AOC) and Commonwealth Games Australia (CGA) where appropriate in the coordination and supply of all athlete and staff information and documents to execute the logistics and delivery of key activities.
- Work openly with other GA teams, and State / Territory Associations to ensure operational effectiveness.
- Manage relationships with high performance and National Training Centre (NTC) staff, clubs, athletes (and their parents) and volunteers.
- Pre-empt and minimise conflict with a fair and considered approach.

## Operational and Administrative

- Provide general day to day administration support to the General Manager - HP & Wellbeing, HP Operations Manager and Performance Wellbeing Manager where required. This may include, for example, booking of travel and accommodation and minute/note taking.
- Be the direct point of contact for the National Training Centre (NTC) at Canberra. Liaise with key stakeholders and coordination of camps.
- Work with GM - HP & Wellbeing and HP Operations Manager to ensure the NTC asset register is accurate and up to date. Notify necessary parties of any maintenance requirements.
- Coordinate the order, inventory, supply, and distribution of uniforms for national teams.
- Ensure HP schedules and policies are up to date and communicated in a timely manner to all relevant stakeholders.
- Work with HP Operations Manager and Corporate Services Team to ensure all fee-paying participants are invoiced with payment prior to an activity being undertaken.
- Maintain up-to-date records of GA's athlete categorisation, National Squad and National team lists including but not limited to Sport Integrity Australia (SIA) and FIG anti-doping education compliance, passport, FIG licences, medical insurance, next of kin, emergency contact, uniform size (competition and casual).
- Contribute to the relevant HP tour and camps information documents including emergency and key contact, critical incident and child safe mandatory requirements.
- Support the delivery of the HP & Wellbeing Team's involvement in events and functions.

- Remain aware of and up to date with Government requirements and information concerning international travel. This includes Department of Home Affairs, Department of Foreign Affairs for Smart Traveller, Australian Consular contact, and location for countries of travel and/or visa requirements.
- Map key logistic and travel requirements that meet the performance needs of elite athletes, within approved budget.
- Assist in the preparation of funding submissions and reporting to the ASC, AOC and CGA.
- Invoicing and acquittals to relevant funding bodies.

# Key Performance Indicators

Every member of the Gymnastics Australia team contributes to the delivery of the national Key Performance Indicators (KPI). The Coordinator High Performance Operations contributes specifically to the following INSPIRE 2032 KPI:

- 80%+ of gymnasts feel they are supported to achieve their goals in the sport
- Win medals at and leading up to the Brisbane 2032 Olympics
  - Qualify a record number of individuals and teams and achieve historic best performances across all disciplines in Brisbane 2032
  - Achieve podium or equivalent places for non-Olympic disciplines at benchmark events between 2030-32
- 80%+ coaches and judges feel they have the capabilities required to best serve the interests of the sport



# High Performance and Wellbeing Team Profile

## Primary Customers

- Australian Team Athletes, Coaches, Judges
- Clubs Providing Athlete Daily Training Environments
- Emerging Athletes and Coaches
- National Commissions, Selection Panels

## Primary Stakeholders

- Australian Sports Commission, Commonwealth Games Australia, Australian Olympic Council
- Service Partners and Suppliers
- State/Territory Association High Performance Staff
- International Federations
- Athlete Families

## Staff

- General Manager High Performance and Wellbeing
- High Performance Operations Manager
- Performance and Wellbeing Manager
- Technical Leads and Coaches

## Core Services

- Athlete Performance and Wellbeing
- International Competitions
- Delivery of National Training Centre(s)
- High Performance Club Support
- Tours, Camps and Clinics, Campaigns and Competitions
- Workforce Development
- Talent Identification and Pathways
- Governance and Compliance (National and International)

## Budget and Resources

- Implementation of approved operational budget in line with campaign plans and funding requirements

# Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Demonstrated competency to meet timelines, to action and complete tasks in a fast-paced and at times chaotic environment that meets the performance needs of elite athletes, coaches, and staff
- Experience in the planning and delivery of logistics and travel for event/s including effecting at times, complex travel- bookings for small and large groups
- Demonstrated experience in application of project management tools and online forms for capturing information, planning, scheduling, prioritising tasks, and reporting status
- Experience of gathering, collation and prioritisation of key information, task, actions and transferring into both a project management and/or working documents
- Contemporary knowledge of project management tools, online forms, and APPS
- Experience and demonstrated capacity to provide timely, accurate and concise advice to support decision making by senior staff
- Knowledge of the Australian sport system (preferred)
- Tertiary and/or industry qualifications in sport management or related field (preferred)
- Valid and current Working with Children Check
- Clearance from a National Police Check

# Values Alignment

## Collaboration

- Set the team and organisation up for success, be helpful, and openly share information
- Actively seek opportunities to work together with staff, stakeholders and members
- Listen generously, share what you have heard and learned from others

## Excellence

- Seek feedback and data to continually improve what we do and how we do it
- Invest time and energy into your own learning and development, reflect, and be open to feedback
- Focus on your key performance indicators, stick to the strategy

## Respect

- Prioritise the safeguarding of children and young people, and protect the integrity of gymnastics
- Provide outstanding customer service, design and deliver exceptional customer experiences
- Build meaningful relationships with your colleagues, members and stakeholders

## Hours of Work

This is a permanent full-time position. Gymnastics Australia generally operates during business hours however evening and weekend work is often required to accommodate the delivery of the sport (domestically and internationally), provide services to members and to support the activities of the Board. A degree of flexibility is required for this role, and is offered in return.

## Location and Travel

The location of this position is flexible, with Melbourne or Canberra preferred.

The Gymnastics Australia office is in Melbourne and there are State and Territory offices based in most capital cities. Gymnastics Australia's National Training Centres are in Canberra and Brisbane.

Gymnastics Australia offers hybrid and flexible working arrangements with set days in the office and remote working days upon mutual agreement.

Both domestic and international travel will be required from time to time to attend camps, meetings and events.

## Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to call Sportspeople Recruitment to discuss salary before applying if that will be helpful in your decision making.

## Residency and Immigration

Candidates must be an Australian or resident with a legal right to reside and work in Australia in order to be considered for this position.

## Timelines

Final interviews and the appointment of this role are scheduled for early May, 2025.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

## Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Gymnastics Australia Website: [gymnastics.org.au](https://gymnastics.org.au)

Facebook: [facebook.com/GymnasticsAustralia](https://facebook.com/GymnasticsAustralia)

Instagram: [instagram.com/gymaustralia](https://instagram.com/gymaustralia)

LinkedIn: [linkedin.com/company/gymnastics-australia](https://linkedin.com/company/gymnastics-australia)



## Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

**If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.**

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

## Apply to

Your application should be sent electronically via the “apply now” link at the advertisement via [sportspeoplerecruitment.com/jobs](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Coordinator High Performance Operations, Gymnastics Australia search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 29 years in 2025 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers.

We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Gymnastics Australia as the exclusive search partner for the Coordinator High Performance Operations position.

**Australian owned - Globally connected - since 1996**

## Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.



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