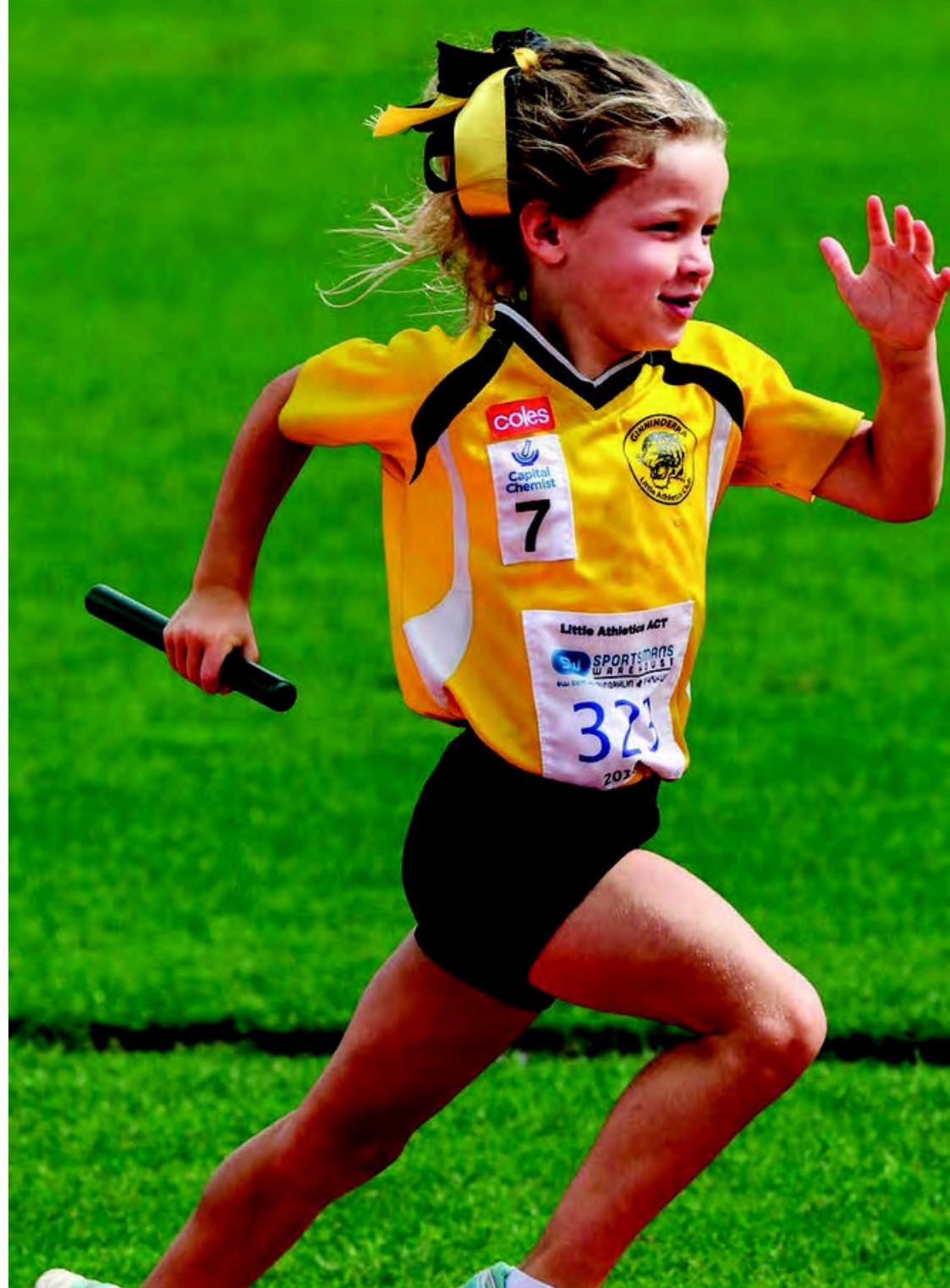




eLearning Delivery Coordinator

Little Athletics
Australia

SPORTSPEOPLE
RECRUITMENT



- **Coordinate the planning, development, and implementation of the new online eLearning solutions and courses**
- **8 month project contract role**
- **Location negotiable - Albert Park VIC preferred (hybrid)**

About Little Athletics Australia

Little Athletics is a uniquely Australian modified athletics (track and field) program for children up to 17 years of age with events modified to suit the age, developmental stage and ability of the children. There are approximately 450 Little Athletics Centres across Australia with more than 90,000 athletes enjoying Little Athletics activities. Little Athletics is the "Foundation for all Sports". All sports use the skills developed at Little Athletics.

Little Athletics Australia (LAA) as the national governing body has six State and Territory Associations as Affiliated Members whose competitive members consist of registered athletes and in excess of 60,000 volunteers.

LAA Mission

To deliver inclusive community-based activities that promote the foundation for an active and healthy lifestyle.

LAA Vision

To be recognised nationally as the leading foundation sport that offers a unique athletic experience including a pathway within athletics and to other sports.

LAA Values

- **INCLUSIVE**- Representative of our communities with no barriers
- **FUN**- a fun and social experience for all on and off the field
- **INNOVATIVE**- putting community at the heart of our sport to develop new, sustainable and sports leading experiences for our participants
- **INTEGRITY**- we act with integrity and show respect at all times

LAA Experience

- We are Family, Fun & Fitness
- We are Welcoming - We are Friendship - We are Encouraging
- We are Commitment - We are Community



About the eLearning Project

“Engaging & Educating More Little Athletics Volunteers in Tiny Tots and ITLAS Online Education”

The eLearning project will build organisational capacity and capability within the Little Athletics entry level program Tiny Tots and the Introduction to Teaching Little Athletics Skills (ITLAS) course which is targeted to the thousands of volunteers such as parents who lead Little Athletics at weekly meets.

The project is intended to increase the number of volunteers who complete the Tiny Tots Education Course and ITLAS Education Course resulting in improved capacity and capability across Little Athletics.

Little Athletics Australia (LAA) has made an initial investment in a Learning Management System and development of the Tiny Tots and ITLAS eLearning modules which will enhance existing content and provide self-paced learning modules which are more accessible and convenient and do not require physical delivery. By encouraging more Little Athletics Volunteers to complete these modules, the capacity and capability of volunteers will improve, encouraging increased participation.

eLearning Delivery Coordinator

Reporting to the Digital Strategy & Delivery Manager with a dual report to the Manager Competition, Programs, Education and Accreditation this role is responsible for the final development, implementation, promotion / education and support of the Little Athletics Australia Project “Engaging & Educating More Little Athletics Volunteers in Tiny Tots and ITLAS Online Education”.

The role is funded via a grant as part of a broader strategy to help engage more Australians in sport, and being physically active, by providing a new set of online, self-paced, interactive Tiny Tots & ITLAS educational resources available via a new Learning Management System which enhance the delivery and experience of Little Athletics.

As eLearning Delivery Coordinator the role will coordinate the planning, development, and implementation of the new online eLearning solutions and courses. The role is key to the successful delivery of the second phase of LAA’s Digital Strategy which is being delivered in conjunction with LAA’s Learning Management Solutions partner (Playbk). Working closely with the Subject Matter Experts and Playbk the role will coordinate and contribute to the course content and design ensuring quality consistent with the objective of the project.

To be considered for this role you will have demonstrated experience developing and delivering engaging eLearning resources, with the ability to liaise with a diverse range of stakeholders to obtain technical subject information and translate into relevant course content. This role works collaboratively with LAA’s partners, Member Associations and Little Athletics Centres Volunteers. Whilst experience working with sport volunteers would be an advantage; more important is the ability to manage your time effectively, planning and delivering competing priorities within tight deadlines.

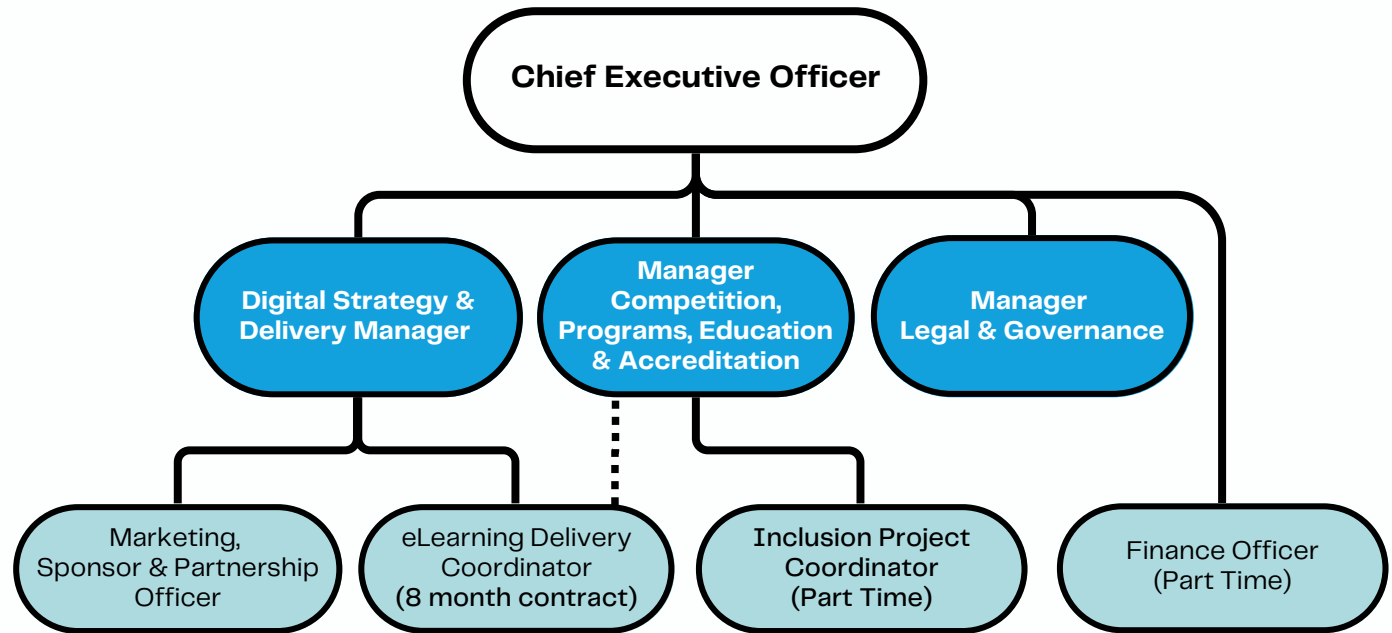
Take the baton and deliver an exciting project that will make a meaningful difference in the lives of young athletes across the nation.



Key Responsibilities

- Coordinate the eLearning Project reporting to the Digital Strategy & Delivery Manager
- Collaborate with Subject Matter Experts in the development of the eLearning Courses content
- Assist in the course design ensuring engaging and interactive e-learning and assessment
- Incorporate a focus on the volunteer audience ensuring self-paced and rewarding educational experiences
- Facilitate and deliver promotional / education sessions such as webinars that promote the new eLearning Courses to Little Athletics 60,000 + volunteers nationally
- Work closely with Member Associations and Little Athletics Centres to promote and encourage participation by Volunteers in the new eLearning courses
- Provide support to Member Associations and Volunteers consolidating feedback and learnings to ensure eLearning Course improvement
- Ensure adequate training and processes are set up for long term continued success

Organisational Chart



Project Key Deliverables / Measures

- The new eLearning Courses to be launched from August 2025 (Development is well advanced)
- LAA runs social media and Centre campaign to launch new modules directly to volunteers with a minimum of one activity per week between August - November 2025
- LAA to offer a minimum of two online workshops per week between September and November 2025
- A minimum of 50% of Little Athletics Centres running the Tiny Tots program have at least one person complete the Tiny Tots eLearning by November 2025
- Manual and Activity Cards provided to Little Athletics Centres upon completion of the Tiny Tots eLearning
- A minimum of 600 volunteers complete the ITLAS eLearning by November 2025

Hours of Work

This is a Full Time position working 38 hours per week. Given the unique nature of the sports industry, and the nature of the organisation working outside of traditional office hours will be required, in particular to attend meetings and events.

Location and Travel

This position will preferably be based out of the Little Athletics Australia head office based at Albert Park, VIC, or alternative locations may be considered. LAA supports a hybrid working environment.

Some domestic travel may be required from time to time to attend meetings and events.

Remuneration Guide

An attractive remuneration package of \$66,000 plus superannuation (for the 8 month contract - \$99,000 annual equivalent) will be available to the successful candidate. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Website & Social Media

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

Website: littleathletics.com.au

Facebook: facebook.com/littleathleticsaust

Instagram: instagram.com/littleathleticsaust

YouTube: youtube.com/LittleAthsAus

LinkedIn: linkedin.com/company/coles-little-athletics-australia

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:

- Recent experience in design and delivery of eLearning, preferably to volunteers
- Knowledge of and experience in volunteer sports preferred
- Demonstrated knowledge of and proven experience in the use of Learning Management Systems e.g. Playbk
- Excellent verbal and writing skills for non-technical and technical audiences
- Demonstrated ability to deliver both strategic and tactical results across diverse stakeholders from inception to completion
- Ability to work effectively with tight deadlines in a fast-paced environment
- Attention to detail and proven ability to manage multiple, competing priorities simultaneously
- Demonstrated ability to work in ambiguous situations and across organisational boundaries
- An ability to effectively develop key processes and procedures that facilitate efficient planning, reporting and control processes
- Belief in the value of participating in and contributing to a collaborative team environment
- Tertiary qualifications in related field and/or an equivalent combination of relevant experience, education and training



Please apply now!

Please note Sportspeople Recruitment will commence screening 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.**

Applications close: 11pm Sunday 20 July, 2025

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

Enquiries

In the first instance general enquiries should be directed to **Angelique Everett** on **0401 659 024** or **FREECALL AU 1800 634 388** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The eLearning Delivery Coordinator, Little Athletics 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 Little Athletics Australia as the exclusive search partner for the eLearning Delivery Coordinator 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.



