

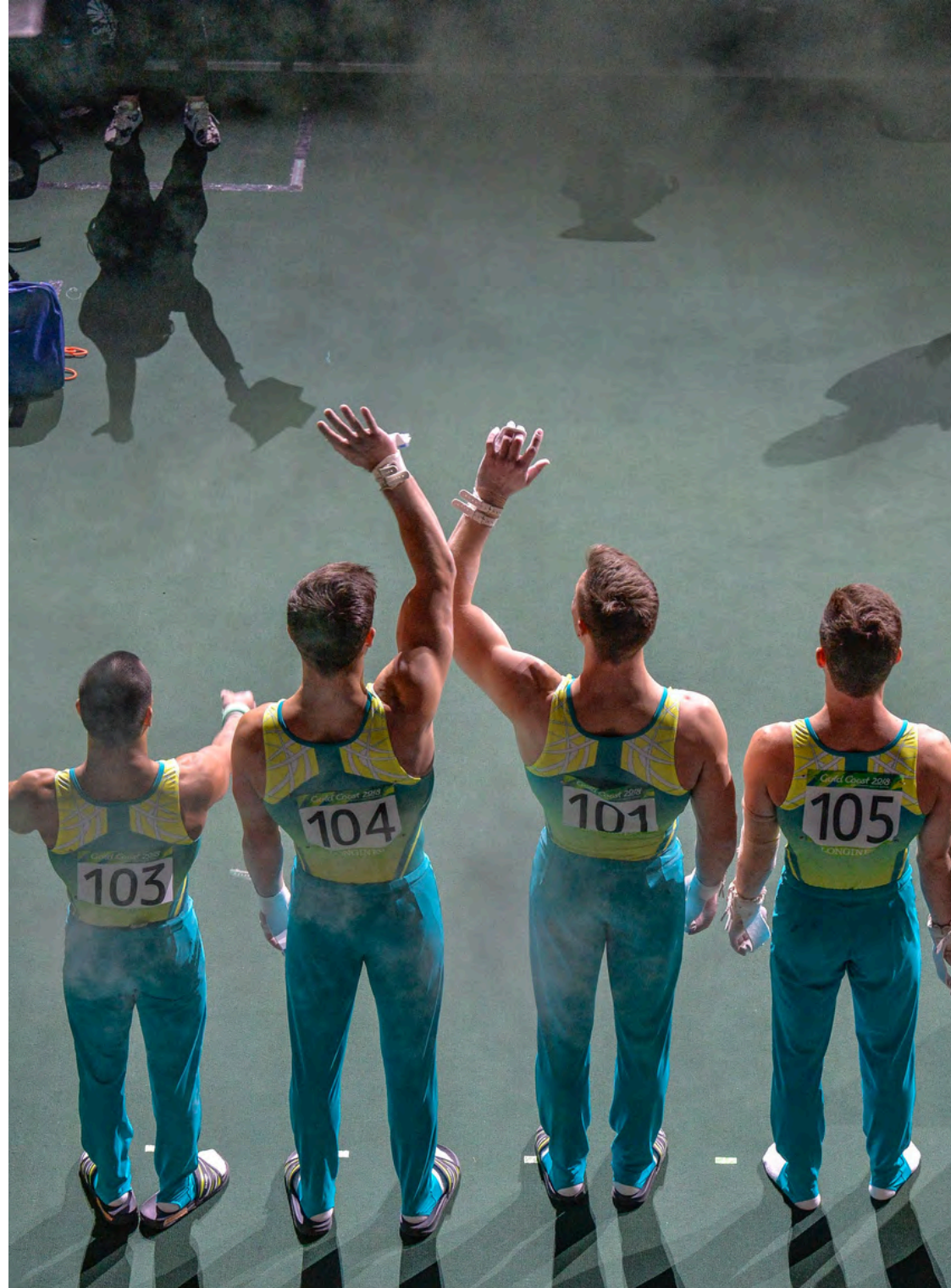


**Gymnastics**  
Australia

# **Coordinator, Sport Safety & Risk**

Gymnastics Australia

**SPORTSPEOPLE**  
RECRUITMENT



- **National Sport Organisation - Olympic sport**
- **New & innovative role fostering a culture of safety & risk awareness**
- **Develop national insurance, risk management & safety programs**
- **Melbourne based (negotiable), flexible working arrangements**

## 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 new role will focus on how risk is managed and how safety is promoted within our sport; developing programs that protect and service the gymnastics community nationally."*

**Jade Peace, General Manager Corporate Service**





# Coordinator, Sport Safety & Risk

The Coordinator, Sport Safety & Risk is responsible for safeguarding Gymnastics Australia's future, with a focus on providing strategic risk management, fit for purpose insurance solutions and expert safety guidance for stakeholders. This role contributes to an ongoing and specialised need for fostering a culture of safety, risk awareness and resilience to protect the gymnastics community, including the assets and reputation of Gymnastics Australia.

This role will be instrumental in developing an integrated sport safety program and educating the gymnastics community on best practice for risk management and insurance claim procedures. The annual procurement process for the national insurance contract as part of the National Risk Protection Program is also coordinated by this role.

The Coordinator, Sport Safety & Risk reports to the General Manager, Corporate Services and is a key member of the Corporate Services team, which provides operational and administrative support for the entire organisation. Providing strategic support and expertise to not only keep business on track, but innovate for future success, this team is committed to delivering exceptional support services to all stakeholders, fostering an innovative and collaborative approach to project work, ensuring accurate and timely financial operation and delivering business efficiency and effectiveness through process improvement and technology adoption. This role will engage with the Risk Committee and work across the organisation to ensure risk is managed appropriately and safety is promoted across the sport.

To be considered for this role, you will ideally have demonstrated experience in insurance and/or risk management (including the analysis and implementation of frameworks for identifying, assessing, and reporting risks) preferably within a sport or recreation environment. Alternatively, candidates with a gymnastics background who have developed a strong understanding of club-level safety issues and requirements are also encouraged to apply.

Candidates must have strong people and communication skills, with the ability to work collaboratively and swiftly to build relationships and trust with GA staff and the wider gymnastics community; capable of translating corporate risk management standards into the world of sport.

Whilst practical experience in managing insurance claims, incident investigation and/or WHS regulations is highly advantageous; more important is the ability to manage your time effectively, planning and delivering multiple programs and projects consecutively whilst maintaining a tenacious level of attention to detail, and a safety-first approach.

This is an exciting opportunity to help 'raise the bar' on safety in a role where precision, balance, and duty of care take centre stage.



# Key Responsibilities

## Leadership

- Lead the National Risk Protection Program
- Lead the Safety and Risk Program
- Lead Risk Management & Reporting

## Strategic

- Risk Management
- Communication & Collaboration with Stakeholders for safety and insurance education programs

## Stakeholder Engagement and Relationships

- Insurer and broker
- Participants in Insurance and safety programs and wider gymnastics community

## Operational and Administrative

- Risk Reporting
- Incident Reporting
- Safety Reporting
- Education & Training
- Auditing & Review

## Insurance

- National Risk Protection Program
- Claims management
- Harmonisation of insurance processes internally and externally
- Education program - gymnastics wide
- Management of relationships with stakeholders including insurers and participants under National Insurance Program
- Maintain a robust set of insurance data and insights

## Risk Management

- Risk identification and assessment (potential and ongoing)
- Risk mitigation and control
- Risk reporting
- Risk Committee data and insights
- Policy development and review
- Compliance and audit management internal and external
- Incident management
- Risk monitoring and review
- Business Continuity & Disaster Recovering planning

## Safety Coordination

- Event management (safety focus on education & improvements)
- Safety policy development and review
- Risk assessment and hazard identifications
- Training and education
- Incident reporting including investigation
- Communication and promotion of safety
- Emergency response planning
- Stakeholder engagement program
- Safety data management

# Corporate Services Team Profile

## Primary Customers

- State and Territory Associations Staff
- Gymnastics Australia Staff

## Primary Stakeholders

- Risk Committee members
- Insurance Broker & Insurer

## Staff

- Finance
- Safety and Risk Management
- Project Management
- Digital Solutions and Innovation
- Staff Performance and Wellbeing
- Business Administration

## Core Services

- HR and Wellbeing
- Risk Management
- Accounts Payable and Receivable, Payroll, Finance Reporting
- Digital Solutions and Innovation
- Project Management
- Office Management

## Budget and Resources

- This role contributes to the National Risk Protection Program budget ownership



## Key Performance Indicators

Every member of the Gymnastics Australia team contributes to the delivery of the national Key Performance Indicators (KPI). The Coordinator, Sport Safety & Risk contributes specifically to the following INSPIRE 2032 KPIs:

- Support the Australian gymnastics ecosystem to thrive, offering services and expertise that meets the need of clubs and members
  - Establishment & Ownership of National Insurance Program
- Promote and enable a nationwide gymnastics culture of belonging, fun, safety and inclusion
  - Ownership and Implementation of Risk Management Framework Program
- Support all gymnasts to achieve their personal goals in a fun, safe and sustainable way
  - Establish & Develop a Safety Program for education and learning for all clubs, athletes, judges and coaches to ensure safety is built into every event and club experience for any Australian participating in gymnastics.

## 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:

### Essential

- Experience in Insurance, Risk Management and/or safety
- Risk Reporting:- familiarity with risk management framework (including ability to identify and assess risks, including safety risks with a focus on mitigation)
- Communication & collaboration: with a range of different levels of stakeholders to educate, negotiate and mediate
- Strong Problem-solving: ability to analyse and draw detail
- Organisation and Time management: to juggle the priorities of the role
- Incident Investigation or Claims Management: dealing with insurance claims or incident management for safety and risk
- Knowledge of relevant legislation and regulations: national sporting organisation industry standards inclusive
- Ability to work under pressure
- Strong attention to detail and record keeping

### Preferred

- Understanding of Gymnastics or another sporting organisation, large corporate or insurance company

## 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

## Location

While it is preferred the role will be based at Gymnastics Australia's office in Albert Park, Melbourne, merit candidates located anywhere within Australia will be considered.

## Hours of Work

This is a permanent full-time position. Gymnastics Australia generally operates during business hours Monday-Friday.

There are State and Territory offices based in most Australian capital cities. Gymnastics Australia offers hybrid and flexible working arrangements with set days in the office (minimum 3 days per week) and remote working days upon mutual agreement.

## Remuneration Guide

A remuneration package of up to \$75,000 per annum, plus superannuation 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 August/September, 2025.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods, the holiday period 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)

GA National Risk Protection Programme: [gymnastics.org.au/insurance](https://gymnastics.org.au/insurance)

Policies:

- [Member Protection Policy](#)
- [Safeguarding Children & Young People Policy](#)

## Commitment to Safeguarding Children and Young People

Gymnastics Australia is committed to protecting children and young people from harm. All employees are required to meet the behaviour standards outlined in our Member Protection and Safeguarding Children and Young People Policies.

As part of your role, you may be required to work with children and young people and make important decisions that affect them. It is your obligation to always ensure their safety and report any concerns that you have, in line with our commitment to the National Integrity Framework. You will be required to regularly provide the necessary working with children and police records.

Gymnastics Australia requires applicants that will work with children or young people to undergo a screening process prior to appointment. This may include interviews and reference checks. Please note that referees should;

- Be able to provide information about the applicant's suitability to work with children and young people
- Have known the applicant for at least 12 months and not be related to the applicant
- Be able to vouch for the applicant's reputation and character

Gymnastics Australia has zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse in line with the National Integrity Framework.

## 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 Now 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 or **+61 2 9555 5000** or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Coordinator, Sport Safety & Risk, 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, Sport Safety & Risk 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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