KARTING AUSTRALIA

Club & Officials Services Officer

Karting Australia



SPORTSPEOPLE RECRUITMENT 30 1996 - 2026

- **Newly created leadership role at the heart of a major national governance reform**
- **Manage the Regional Coordinators and Volunteer Officials Network nationwide**
- **Based at the Gold Coast National Office**

About Karting Australia

Karting is an exciting, high-energy form of motorsport.

Karting Australia (KA) is the sole body recognised by the Fédération Internationale de l'Automobile (FIA) and Motorsport Australia (MA) to organise and control the sport of Sprint Kart Racing (Karting) in Australia.

Through Member States and over 60 Clubs across Australia, KA provides competition and recreational karting activities all year round. Almost everyone competing in professional circuit racing today - in Australia and around the world - started their racing career in Karting, and for a large number of members, Karting remains their lifelong motorsport of choice.

Each year, KA organises and presents the Australian Kart Championship - the Southern Hemisphere's largest and most professional multi-round national Karting Championship - along with other national-level karting events.

Given the small size of the KA team, all staff are expected to maintain a "Team First - do whatever needs to be done, when it needs to be done, to get the job done" attitude, for the good of the sport and the business.

KA's management, administration and operations teams are small but enthusiastic about every aspect of the sport and about delivering programs that make a positive difference across the whole of karting.







Club & Officials Services Officer

Reporting to the CEO, the Club & Officials Services Officer is a newly created leadership role responsible for strengthening the capability, support and engagement of Karting Australia's national network of affiliated Clubs and Volunteer Officials. The role will play a pivotal part in preparing the sport for, and supporting its transition to, the One Karting unified governance model, helping establish consistent national standards, stronger relationships and sustainable capability across the sport.

Leading a team of three Regional Coordinators, the position will also oversee Karting Australia's national network of Volunteer Officials and work collaboratively with the small, dedicated team to deliver a consistent, professional standard of service and support to Clubs, Officials and Regional Coordinators across Australia.

Acting as a key point of contact for more than 60 affiliated Clubs, the role will provide leadership and guidance on officiating and administrative matters, ensuring Clubs and their volunteers are well supported to keep the karting community thriving.

The role will coordinate the appointment and deployment of Race Officials to over 400 sanctioned events and championships nationally each year, ensuring competitions uphold Karting Australia's standards of safety, fairness, integrity and operational excellence. A champion for volunteer recognition, retention and succession planning, the role works closely with the Development & Training Manager to strengthen officials' development pathways, training opportunities and program alignment.

To be considered for this role, you will bring proven experience leading or coordinating a geographically dispersed or remote-based team, supported by strong people management, performance coaching and relationship-building skills, ideally from within a sports administration, club or member services environment. You will have strong administrative capabilities and experience working with membership platforms, CRM systems or databases. You will also demonstrate unquestioned integrity, sound judgement and the discretion required to manage confidential and sensitive matters.

Importantly, you will have a genuine passion for grassroots sport and an appreciation of the unique challenges and opportunities associated with volunteer-led sporting environments. Experience in officiating, technical or safety inspection, regulatory compliance and/or motorsport would be advantageous.

This is an opportunity for a collaborative and solutions-focused leader to join the sport at a pivotal time, and make a significant contribution to the future structure, capability and sustainability of karting in Australia.





Responsibilities

Regional Coordinator & Field Team Management

- Directly manage the team of Regional Coordinators, including workload allocation, performance management, mentoring, coaching and day-to-day operational direction.
- Act as the first point of escalation for Regional Coordinators, providing guidance consistent with KA policy and national strategy.
- Monitor Regional Coordinator activity, club engagement levels and regional service standards, and report on these to the CEO.
- Support the recruitment, onboarding and ongoing development of Regional Coordinators as the team expands under One Karting.

Club Services & Support

- Act as a primary point of contact for affiliated Clubs on officiating, and administrative matters, resolving queries and escalating complex issues as required.
- Support the administration of club-related grievances, disciplinary matters and integrity referrals in line with KA's By-Laws and Policies, in conjunction with the Integrity Manager.
- Liaise with the Government and Grants Consultant and Regional Coordinators to help connect Clubs with relevant funding and grant opportunities.
- Support Clubs through the practical implementation of One Karting changes to licensing and provision of Organising Permits.

Officials & Volunteer Management

- Oversee the national network of Volunteer Officials, including recruitment, appointment, accreditation and ongoing engagement, in partnership with the Development & Training Manager.
- Coordinate the appointment of Officials to sanctioned events and championships, maintaining accurate rosters, records and accreditation status.
- Support volunteer recognition, retention and succession planning to sustain a healthy officiating workforce nationally.
- Work with Training Specialists and Volunteer Trainers to ensure Officials' training and development needs are identified and addressed.

Governance, Policy & Reporting

- Contribute operational and field-level insight to the review and development of KA policies, regulations and procedures affecting Clubs, Officials and Circuit Inspectors.
- Prepare regular reports for the CEO on club and officials engagement, regional service delivery, and emerging issues.
- Represent Club & Officials Services in cross-functional National Office planning, including coordination with Racing, Events & Operations, Licensing, Permits & Regulations, and Safety, Risk & Integrity.

Performance Goals

- Regional Coordinators are effectively led and supported, with clear performance expectations set and regularly reviewed.
- Club and official engagement, satisfaction and responsiveness measures meet or exceed agreed targets across all regions.
- Officials are appointed to sanctioned events in a timely, accurate and fully accredited manner, with no material gaps in coverage.
- Circuit inspections are scheduled and completed on time, with compliance issues identified and resolved within agreed timeframes.
- Club queries, grievances and escalations are resolved professionally and within agreed service standards.
- Deal with representatives from Member States, Clubs, Officials, Partners and other employees professionally at all times.
- Maintain accurate, up to date and confidential records across all Club & Officials Services functions.
- Active and constructive contribution to the successful implementation of the One Karting transition within Club & Officials Services.

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:

- Proven experience leading or coordinating a geographically dispersed or remote-based team, with demonstrated people-management and performance-coaching skills.
- Experience in sports administration, club or member services, or within a national or state sporting organisation, ideally a National, State or Regional Sporting Organisation or membership-based association.
- An unquestioned level of integrity to the company, essential to protecting and promoting the sport and achieving the objectives of KA.
- A genuine passion for grassroots sport and volunteer-based sport administration, and a commitment to child safety and safeguarding principles.
- Strong leadership presence, with the ability to motivate, support and hold accountable a dispersed team.
- Excellent interpersonal skills - approachable, diplomatic and calm under pressure, with honesty, sensitivity to and tolerance of differing views, and a developed sense of values.
- Self-motivated, proactive and comfortable operating autonomously with minimal day-to-day supervision, while being a genuine collaborator who builds strong working relationships across the team.
- Resilient and adaptable, able to lead a team through a significant period of organisational change under One Karting.
- Demonstrated experience working with volunteers, clubs and regional or grassroots communities, including volunteer recruitment, motivation and retention.
- Experience in officiating, technical/safety inspection processes, or regulatory compliance within a sporting or comparable regulated environment.
- Experience handling confidential or sensitive matters, such as grievance, integrity or disciplinary administration.
- Experience working with licensing, membership or CRM/database systems (e.g. KOMP or an equivalent platform) is highly regarded.
- Strong organisational and administrative skills, including rostering, records management, accreditation systems and reporting, with the ability to manage multiple competing deadlines.
- Sound working knowledge of governance, policy and by-law frameworks, and the ability to interpret and apply them operationally and consistently.
- Excellent written and verbal communication skills, and the ability to liaise professionally with Member States, Clubs, Officials, Directors and the public, including conflict resolution and difficult conversations.
- Sound judgement and discretion when handling confidential, integrity or member-protection matters.
- Proficiency in Microsoft Office and database/CRM systems, with the ability to quickly learn new systems.
- A collaborative, "team-first" approach and the flexibility to adapt.
- Current driver's licence, with a willingness to travel intrastate and interstate as required.
- Current Working with Children Check clearance.
- A relevant tertiary qualification in sports administration, business management or a related field is desirable.
- Motorsport experience will be highly regarded.

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.



Key Relationships

Reports to:

- Chief Executive Officer

Direct Reports:

- Regional Coordinator - North-East
- Regional Coordinator - South-East
- Regional Coordinator - Central-West

Works closely with:

- KOMP - Licences and Permits Manager
- Development & Training Manager

Location and Travel

The position is based at the Karting Australia Office in Upper Coomera, Gold Coast, QLD. This is a National-Office-based position, with regular interstate and intrastate travel required to support Regional Coordinators, Clubs, and Officials.

Hours of Work

This is a full-time position. Due to the nature of the role, some work outside standard office hours will be required to attend meetings and events.

Remuneration

An attractive 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 phone Sportspeople Recruitment to discuss salary before applying if that will be helpful in decision making.

Website & Social Media

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

Karting Australia website: **karting.net.au**

Facebook: **facebook.com/KartingAustralia**

Instagram: **instagram.com/kartingaust**

Timelines

Final interviews and the appointment of this role are scheduled for December 2026.

The successful candidate will ideally commence duties on or before 18 January, 2027, negotiable dependent on notice periods and general availability.





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.

Applications close:
Sunday 13 December, 2026

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 responses 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**

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**.

About Sportspeople Recruitment

The Club & Officials Services Officer, Karting 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 30 years in 2026, 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 Karting Australia as the exclusive search partner for the Club & Officials Services Officer 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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