

Position Description

Position Title:	Participation & Inclusion Lead
Team:	Participation, Pathways & High-Performance
Reporting to:	Participation, Pathways & High-Performance Manager
Direct Reports:	N/A
Date Updated:	19 Jan 2026

Purpose of the Role

The Participation & Inclusion Lead is responsible for designing, delivering and continuously improving Volleyball Queensland's participation and inclusion initiatives, with a strong focus on increasing access to the sport, reducing barriers to entry and creating welcoming, positive experiences for people from all backgrounds.

The role exists to grow participation in volleyball across the lifespan by ensuring programs are inclusive, accessible and responsive to community needs, particularly for underrepresented and priority groups. This includes leadership of key programs and initiatives including PlayVolley, Sporting Schools, sitting volleyball and para-sport participation programs, as well as identifying and developing broader grassroots participation initiatives.

Working closely with internal teams, clubs, schools and external partners, the role plays a key part in helping people discover, access and remain involved in volleyball as a sport for life.

The position is based from the VQ offices, with some intra and interstate travel required.

Key Responsibilities

Operations & Priorities Outcome: Participation and inclusion programs are well planned, accessible and aligned to organisational priorities.	<ul style="list-style-type: none"> Plan, deliver and coordinate Volleyball Queensland's participation and inclusion programs, including PlayVolley and other grassroots participation offerings. Lead the delivery of sitting volleyball programs, including supporting participation pathways for Para athletes. Design and implement participation initiatives that reduce barriers to entry and improve access for underrepresented or emerging participant groups. Work with clubs, schools, councils and delivery partners to extend participation opportunities across metropolitan and regional areas. Identify, design and deliver additional participation initiatives in response to operational priorities, community need and participation gaps. Maintain accurate records, documentation and reporting relating to participation programs, outcomes and engagement levels.
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> Embed diversity, equity and inclusion principles into the design, delivery and evaluation of participation programs. Identify barriers to participation and develop targeted initiatives to address access, affordability, inclusion and safety. Support participation opportunities for people with disability, culturally and linguistically diverse communities, and other underrepresented groups.

Outcome: Participation initiatives actively promote equity, accessibility and belonging across the volleyball community.	<ul style="list-style-type: none"> • Work with internal teams and external partners to align participation initiatives with broader inclusion and safeguarding objectives. • Ensure programs are delivered in a way that is welcoming, respectful and inclusive for all participant
Innovation & Continuous Improvement Outcome: Participation offerings evolve to meet community needs and drive sustainable growth	<ul style="list-style-type: none"> • Proactively identify new and innovative ways to drive participation in volleyball across diverse audiences. • Bring forward new participation concepts and initiatives to clubs, schools and internal stakeholders for consideration and delivery. • Review participation programs using data, feedback and stakeholder input to identify improvement opportunities. • Use participation data and insights to inform program refinement, future planning and evidence-based decision-making. • Support organisational reporting and funding requirements by contributing participation data, outcomes and insights as required. • Collaborate with internal teams to ensure learnings from participation programs inform broader organisational planning.
Strategy & Operations Outcome: Clear, sustainable participation and inclusion initiatives that align with organisational strategy and deliver high-quality experiences.	<ul style="list-style-type: none"> • Lead the development and implementation of strategy for the participation and inclusion portfolio, taking primary responsibility for identifying issues, analysing options, exploring evidence-based insights and proposing strategic directions. • Work closely with the Participation, Pathways and High-Performance Manager to shape and refine strategic direction and ensure alignment with Volleyball Queensland's organisational priorities. • Collaborate with the Participation, Pathways and High-Performance Manager to translate strategic priorities into annual operational plans, delivery calendars and budgets.
Financial & Commercial Accountability Outcome: Deliver strong financial outcomes across the participation and inclusion portfolio and operate within approved delegations.	<ul style="list-style-type: none"> • Develop and manage participation and inclusion portfolio budgets in collaboration with the Participation, Pathways and High-Performance Manager. • Maintain accountability for financial performance across the participation and inclusion portfolio. • Approve expenditure within delegated authority and escalate variances or exceptions to the Participation, Pathways and High-Performance Manager. • Work with the Participation, Pathways and High-Performance Manager on commercial aspects of the sport, including growth strategy and alignment with organisational objectives. • Ensure operational commitments align with available resources and financial constraints.
Behaviour and Values	<ul style="list-style-type: none"> • Act as a visible advocate for inclusion, accessibility and participation in volleyball. • Build positive, respectful and productive relationships with participants, clubs, schools, parents and community partners.

Outcome:	<ul style="list-style-type: none"> • Demonstrate professionalism, empathy and cultural awareness in all interactions.
Inclusive, respectful and values-driven engagement across the volleyball community.	<ul style="list-style-type: none"> • Take personal accountability for the quality, consistency and impact of participation initiatives. • Contribute positively to a collaborative and supportive organisational culture. • Model Volleyball Queensland's values in all work and community engagement.

Key Relationships

Internal:	External
<ul style="list-style-type: none"> • Participation, Pathways & High-Performance Manager • Sport Operations team • Marketing Manager • Education & Capability Development Lead 	<ul style="list-style-type: none"> • Clubs and affiliates • Schools • Councils and facilities • Government agencies • Delivery partners • Athletes • Families

Capabilities & Experience

Essential Requirements

- Tertiary qualifications in Sports Management, Education, Community Development, Recreation or a related field, or demonstrated equivalent experience delivering, coordinating or leading programs, events or capability initiatives within a sporting, education or community environment.
- Formal training and experience in Inclusion, Disability Sport, Para Sport delivery, Safeguarding, Diversity and Equity or related areas.
- Experience designing and delivering inclusion-focused or access-oriented initiatives.
- Strong project and program coordination skills.
- Ability to build and maintain effective relationships with clubs, schools, councils and delivery partners.
- Strong communication skills and confidence engaging with diverse participant groups.
- Ability to work autonomously while aligning to organisational priorities.
- Demonstrated commitment to organisational priorities, including the sport, the organisation and its people.
- Demonstrated commitment to using effective time management principles and systems.
- Proven self-starter who contributes to a productive and respectful team environment.
- Excellent computer skills and working proficiency in the Microsoft Office suite.
- Experience working within a member-based, not-for-profit organisation.
- Current unrestricted driver's licence.
- Current Working with Children Blue Card (or ability to obtain and maintain).
- Completion of Sports Integrity Australia education and compliance requirements, as required.
- Commitment to confidentiality, privacy and child-safe practices.

- Experience working with government agencies or funded participation initiatives.
- Understanding of diversity, equity and inclusion principles in sport.