



National Coaching Education Coordinator

Remote | Flexible Hours | Contract Position (approx. 40 Hours per Month)

Shape the Future of Coach Education in Australia

Masters Swimming Australia (MSA) is Australia's peak body for adult swimming, supporting thousands of members aged 18 and over through clubs, programs, events and education nationally. Since 1975, we've been committed to improving lives through swimming.

We are seeking a highly organised, digitally savvy and collaborative professional to lead the administration, coordination and continuous improvement of our national coach education programs.

This is an exciting opportunity for someone passionate about coaching, education and swimming development to play a key role in shaping the quality and consistency of Masters coaching across Australia. Working closely with our National Coaching Committee, coach educators and industry partners, you will help deliver engaging learning experiences and support the ongoing growth of Masters Swimming coaching pathways.

About the Role

Reporting to the General Manager, the National Coaching Education Coordinator (NCEC) is responsible for overseeing the administration, delivery and development of MSA's coaching education programs and digital learning platforms.

You will ensure a high-quality experience for coaches and educators nationwide while contributing to the ongoing evolution of learning systems, resources and professional development opportunities.

This is a flexible, remote position suited to a self-motivated individual, who will be employed on a Contract basis for approximately 40hrs per month.

Masters Swimming Australia Inc.
ABN 24 694 633 156

MSAC, 30 Aughtie Drive, Albert Park VIC 3206

Email gm@mastersswimming.org.au Website www.mastersswimming.org.au

Start Date

Transfer of Knowledge / induction with current NCEC (Rob Wilson): anticipated to occur during November-December 2026 (scope TBC)

Role Commencement: 1 January 2027

Key Responsibilities

Coach Education & Learning Management

- Manage and administer the Dita Learning Management System (LMS) and associated coaching education programs
- Maintain enrolments, assessments, learner records and accreditation processes
- Coordinate support and troubleshooting for coach educators and course participants
- Monitor learner progress and ensure timely responses to enquiries and outstanding actions
- Support coach re-accreditation and continuing professional development programs
- Facilitate and coordinate online coaching education sessions and professional learning opportunities
- Develop and update learning resources, course content and support materials
- Identify opportunities to enhance the learner experience and maximise LMS functionality

Stakeholder Engagement

- Build strong working relationships with coach educators, committee members and industry partners
- Act as the primary point of contact for coaching education enquiries
- Collaborate with Dita and other service providers to improve systems and processes
- Support engagement with external aquatic and sporting organisations

Strategic and Administrative Support

- Prepare regular reports for the General Manager and National Coaching Committee
- Monitor and contribute to delivery of the National Coaching Committee Strategic Plan
- Maintain coaching information, resources and FAQs on the MSA website
- Recommend continuous improvement initiatives and future education projects
- Assist with coaching conferences, workshops and national events, including SWIMCON

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About You

You are passionate about developing coaches and supporting quality learning experiences. You enjoy working independently, are comfortable managing digital platforms, and have excellent organisational and communication skills.

Essential Skills & Experience

- Accredited Masters Swimming Australia Club Coach
- Completion of online club coaching and advanced coaching accreditation in a sporting environment
- Experience in coaching, coach development, online education or sport administration
- Strong digital literacy and confidence working with online learning platforms or digital education environments
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and work autonomously in a remote environment
- Commitment to high-quality customer service and stakeholder support
- Willingness to travel occasionally within Australia

Highly Regarded

- Approved MSA Coach Educator
- Familiarity with Dita or similar online learning platforms
- Experience administering Learning Management Systems (LMS)
- Experience working with volunteer-led sporting organisations
- Experience with video creation, webinar delivery or digital learning technologies

Why Join Masters Swimming Australia?

- Contribute to the development of Coaches across Australia
- Help shape the future of adult swimming and coach education
- Flexible, remote working arrangement
- Work with passionate volunteers and leaders in the aquatic industry
- Opportunity to influence innovation in digital learning and professional development
- Become part of a welcoming, collaborative and purpose-driven national organisation

Reporting Relationships

This position reports directly to the General Manager and works closely with:

- MSA National Coaching Committee
- MSA National Office
- Coach Educators

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- Dita Learning Platform team
- Swimming Australia (with regards to the National Coaching Framework – SANCF)
- Swim Coaches & Teachers Association (SCTA)
- Industry and aquatic sector partners

How to Apply

In support of your application, please submit:

- A cover letter outlining your suitability for the role
- A current curriculum vitae

Applications should be emailed the attention of:

Rob Abernethy
General Manager
Masters Swimming Australia
gm@mastersswimming.org.au

Please also cc:

Kath Davis:
Operations & Membership Manager
Masters Swimming Australia
admin@mastersswimming.org.au

Applications close: close of business (5pm AEST) Wednesday 23 September 2026