



GENERAL MANAGER COMMUNITY ENGAGEMENT - ATHLETICS VICTORIA

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RECRUITMENT

- Develop and grow athletics clubs and schools across the state
- Support club capability, participation growth and governance

- Strategic senior leadership position
- Albert Park based with regional travel

ABOUT ATHLETICS VICTORIA

Athletics Victoria (AV) is the governing body for athletics in Victoria, with more than 50 affiliated clubs across the state. Boasting close to 6,000 registered athletes, officials and coaches, AV conducts competitions and events for athletes over 12 years and of all abilities.

AV is a Member Association of Athletics Australia, and works closely with Little Athletics Victoria, the Victorian Masters Association, the Victorian Athletic League and Victorian secondary schools.

Vision: to provide leading opportunities in athletics to all Victorians.

Mission: for athletics to be the premier recreational and competitive participation sport in Victoria.

A staff of 14 support the Committee of Athletics Victoria (8) and a number of sub committees to achieve AV's strategic objectives.

With the recent finalisation of a new strategic plan, this is an exciting opportunity to take on a newly structured role to develop and grow clubs and schools, ensuring more of the community can enjoy the benefits of athletics.

GENERAL MANAGER COMMUNITY ENGAGEMENT

Reporting to the Chief Executive Officer, the General Manager Community Engagement will provide strong leadership across all facets of the Athletics Victoria Clubs and Community portfolio to support club capability and capacity, participation growth and good governance. Athletics clubs and schools are the community touchpoints for the sport and require leadership, support, strong systems and mentoring to continue to grow and deliver a consistent level of 'athlete experience'.

As a member of the Senior Leadership team, this role will make a substantial contribution to the relevant AV business strategies and plans. Relationship development with many of AV's key stakeholders will also be of key importance.

To be successful in this role, you will be tertiary qualified and/or have demonstrated success in a sport or club development role that has achieved increased capacity for participation, ideally on a state sporting landscape.

You will have the ability to manage competing priorities and activities at once with the commercial nous to plan, coordinate and drive the implementation of projects that are on time, on budget and meet strategic targets.

A proven background in engaging and influencing people is essential, with the communication and negotiation skills required to build relationships and elicit cooperation from a diverse range of key stakeholders (internal and external), creating win/win outcomes. Experience in working with sporting clubs and schools and an empathy for volunteers is required.

This is a unique opportunity to work directly with athletics clubs and schools at the grass roots level and provide vital support to grow participation and membership across the state. A background in athletics is not essential; however, an understanding of the relationship between coaches, club committee and facility management in a community sport club environment would be looked upon favourably.

KEY ACCOUNTABILITIES

In meeting the position's objectives, the General Manager Community Engagement will undertake the following duties, plus any other relevant duties as directed by the CEO:

Club and Schools Development

- Assess the capacity of all affiliated clubs and provide initiatives to develop club capability that reflect the club's capacity for growth and meet the needs of the club's registered and potential members.
- Design, create and implement strategies, processes and online tools that support clubs in governance, operations, recruitment, communication and stakeholder management. This will include creating a basic framework within all clubs to deliver a consistent level of 'athlete experience'.
- Deliver a community and schools program and product that provides a simple online entry process to engage metro and regional communities and schools.
- Implement and oversee membership registration procedures.
- Manage AV's CRM platform and online member portal.
- Work with the AV Competition Manager to develop competition products for clubs and members.

INTERNATIONAL RECRUITMENT CENTRE

SUITE 4, 340 DARLING STREET BALMAIN NSW 2041 AUSTRALIA • FREECALL AUSTRALIA 1800 634 388 FREECALL NZ 0800 634 388

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KEY ACCOUNTABILITIES (Continued...)

Communications

- Develop an open and responsive communication structure in the organization to ensure quick and clear flow of information to all AV Clubs, including contributions to a regular AV newsletter.
- Liaise with other appropriate organisations and stakeholders on development activities.
- Act as AV's staff liaison person on nominated Committees and Portfolios.

Reporting

- Prepare reports for other Development staff, the CEO and Board of Directors on the Community Engagement portfolio as required.

Budget Management

- In conjunction with AV Management prepare and manage an annual budget for the Community Engagement portfolio.

KEY RELATIONSHIPS

Reports to: Chief Executive Officer

Direct Reports: Membership Services Officer (0.8 FTE)

Internal: operate as an effective member of the AV team, including providing assistance to other team members and their projects to meet the priorities of the organisation.

External: work with the members of the public, peak bodies, local organisations, relevant State and Commonwealth departments, contractors, volunteers, venues etc.

SELECTION CRITERIA

In addition to demonstrating **relevant experiences across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the General Manager Community Engagement role will require a range of personal and professional skills, including:

- Relevant tertiary qualification and/or previous experience in a sport or club development role.
- Strong experience in sport management/administration, and working with athletes, coaches and volunteer administrators and officials.
- Experience in working with sporting clubs, schools and/or the not for profit sector with a large volunteer base.
- Demonstrated experience engaging/influencing external stakeholders and the ability to form effective working relationships with a varied range of groups and people.
- An understanding of the Australian and international sport sector in terms of the industry, media and politics.

- A creative and innovative approach to club and volunteer management.
- Highly effective interpersonal, public presentation and meeting skills.
- Highly self-motivated, energetic and entrepreneurial.
- High professional and ethical standards.
- Computer literate including database management.
- Proven capacity to work in a high-pressure environment, managing competing priorities including preparation of reports, policy and project management schedules.
- Strong analytical skills.
- Passion for sport (athletics experience not required).
- Current Working with Children Check.
- Current drivers' licence and own reliable vehicle.

LOCATION AND TRAVEL

The position will be based at the Athletics Victoria head office at Lakeside Stadium, Albert Park. Significant travel throughout Victoria will be required to visit clubs and attend events. Your own reliable vehicle will be required to meet these travel requirements. All work-related travel expenses will be reimbursed as part of the Athletics Victoria expenses policy. Some interstate travel may be required on occasion.

HOURS OF WORK

This is a full time position. Due to the nature of the position and the sport industry, some evening and weekend work will be required to meet the needs of the clubs and to attend significant athletics meets and events.

REMUNERATION GUIDE

A remuneration package of circa \$85,000 pa plus superannuation will be available to the successful candidate, negotiable depending upon the skill level and experiences. At the time of applying candidates are invited to indicate their salary expectations.

RESIDENCY AND IMMIGRATION

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

TIMELINES

Final interviews and the appointment of the General Manager Community Engagement, Athletics Victoria are scheduled for early April 2019.

The successful candidate would be expected to commence duties as soon as practicable by arrangement.

GENERAL MANAGER COMMUNITY ENGAGEMENT - ATHLETICS VICTORIA



WEBSITE AND SOCIAL MEDIA

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

Athletics Victoria website: athsvic.org.au

Facebook: facebook.com/athsvic

Twitter: twitter.com/athsvic

YouTube: youtube.com/user/athsvictv

Instagram: instagram.com/athleticsvictoria

LinkedIn: linkedin.com/company/athletics-victoria

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 to avoid missing out on this opportunity. Sportspeople Recruitment reserves the right to close the role at our discretion when we are comfortable with the quality of the candidate group.

Applications close: 5pm Wednesday 27 March, 2019

Preferred Format: Candidates must complete and submit the **Sportspeople Recruitment Application Form** at the time of applying. The Form is available as a download at the Sportspeople Jobs Market listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 2 page letter of introduction and 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 to jobs@peoplerecruitmentgroup.com with the subject identifier of the email to be formatted as follows:

190304-01 GM Community Engagement - Athletics Victoria
<<Your Name>>

ENQUIRIES

The General Manager Community Engagement, Athletics Victoria recruitment assignment is being managed exclusively by **Sportspeople Recruitment**.

In the first instance general enquiries should be directed to Leeanne Grantham on FREECALL AUSTRALIA 1800 634 388 or +61 2 9555 5000.

Sportspeople Recruitment is a specialist division of People Recruitment Group.