



POSITION DESCRIPTION

Operations and Member Services Manager

Athletics in Queensland

The sport of athletics is one of the premier Olympic Sports and also includes Recreational Running. Athletics has a wide reach, from Olympic Gold Medallists to individuals participating for recreational or health and fitness.

The National Sporting Organisation for athletics in Australia is Athletics Australia (AA), based in Melbourne. AA is recognised internationally as the peak governing body for athletics in Australia. Queensland Athletics is one of 8 Members of Athletics Australia and is Governing Body responsible for the delivery of Athletics programs in Queensland.

About Queensland Athletics

QA was established in 1894 to oversee and manage athletics in Queensland. QA's constituents comprise over 90 athletic clubs with around 13,000 members throughout Queensland.

QA strives to develop athletes of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvement in athletic activities. It also attempts to ensure that Queensland has adequate representation at the Olympic Games, the Commonwealth Games, World Championships, and other international and interstate athletics meetings.

QA offers participants access to a complete range of training and competition opportunities, and ensures equity in all aspects of athletics, including competing, coaching, officiating and administration, and the provision of rewards and incentives.

Job Details

Position Overview:	This position plays a key role within Queensland Athletics, providing significant support to both internal and stakeholder functions.
Remuneration Package:	Remuneration package to be negotiated based on demonstrated skills and experience
Location:	QA Office. Queensland Sport and Athletics Centre
Reporting Relationships:	The position reports to the QA CEO
Specific Conditions:	After hours and weekend work will be required. The Association has a time in lieu policy.

Specific Duties and Responsibilities

As the Operations and Member Services Manager you will be expected to provide comprehensive administration and organisational to support a range of Queensland Athletics programs.

In order to fulfill these broad aims, you will be expected to attend to the below specific responsibilities within the broad headings as set out below.

Specific Duties and Responsibilities:

As the Operations and Member Services Manager you will be expected to undertake a diverse range of important functions.

This position reports to the QA CEO and works closely with and provides support to the Recreational Running Manager, Competitions Manager, Performance Pathways Manager and Communications and Events Manager.

In order to fulfil these broad aims, you will be expected to attend to the following specific responsibilities:

- Finance Functions: including authorisations, setting up payments, invoicing, reconciliation of accounts, online payment settlements, and tracking uniform sales. You will work closely with our bookkeeper and accountant. Experience in Xero will be an advantage.
- IT Functions: including management of the online membership system, event entry system and websites. Currently these are provided by SportsTG and Jaro.
- Communication Functions: including regular coordination of regular EDMs, personal contact and support of member clubs and Qrun event operators.
- Qrun Support: including managing the event sanctioning program and support of Qrun groups. Work closely with the Recreational Running Manager and CEO in driving the Qrun program.
- Competition Functions: including IT support for events, managing any ticketing gate staff, general assistance at State Championships, QTC and other major events.
- Work with the CEO to provide significant input into driving professionalism and innovation in key Queensland Athletics programs.
- Other functions as required from time to time for the efficient operation of Queensland Athletics

Key Selection Criteria

- SC1 Degree in business, IT or sports management or the relevant experience within athletics high performance systems
- SC2 Ability to manage complex projects through to successful completion
- SC3 Experience in implementing strategic plans and achieving operational goals in a revenue restricted environment
- SC4 Demonstrated communication skills in both written and verbal form
- SC5 Possess strong administration skills including finance
- SC6 Demonstrated knowledge of Member based not for profit organisations

How to apply

Applicants should submit their resume and a short covering letter to the CEO by 9 April 2019.

- ◆ By e-mail to david.gynther@qldathletics.org.au or
- ◆ By mail to David Gynther, Queensland Athletics, PO Box 249, Sunnybank QLD 4109

In addition, applicants should also prepare, and submit, a statement in response to the above selection criteria.