



Squash and Racquetball Victoria

Position Description/ Success Profile

Position Details	Position Title	General Manager Squash and Racquetball Victoria
	Date prepared	January 2019
	Location	Melbourne Sports & Aquatic Centre, Albert Park, Melbourne
	Reporting to	Board Chair and Board Members, Squash and Racquetball Victoria
	Direct Reports	2
	Application Deadline	Wednesday February 20th, 2019
	Apply to	The Acting CEO Exec.director@squashvic.com.au
	Commencement Date	To be negotiated but as soon as possible.
	Salary Package	\$70,000 with bonus potential and benefits including superannuation, car allowance, office parking and agreed-to expenses when attending events and tournaments.
	Term of Employment	Full time (with attendance at up to 10 Melbourne metropolitan and regional Victorian tournaments on weekends, with time in lieu). Part Time Flexible options will be considered. Permanent after conclusion of an initial probationary period.
Position Profile	General	<p>Squash and Racquetball Victoria is the lead Victorian organisation responsible for promoting squash and racquetball as fun, healthy and progressive/accessible sports that can be enjoyed for life. It provides a clear direction for the various associations, clubs and venues; develops and delivers innovative opportunities for participation at all levels; and creates accessible and inspirational pathways for participants to reach their potential in the sports.</p> <p>There is a need for the organisation to unify the various components of the sports to ensure that they can develop to their full potential and maximise revenue opportunities. Success in the role will largely be attributed to providing excellent customer service to members as well as increasing the number of affiliations.</p> <p>A background in squash and/or racquetball is preferable but not essential. The position will be supported by paid staff and qualified unpaid volunteers on an ongoing basis.</p> <p>A valid driver's licence is required.</p>

Duties	<ul style="list-style-type: none"> • Oversee the day to day operations of the organisation, including its staff and resources, to achieve program and project outcomes as determined by the Board. • Initiate, manage and maintain effective working relationships and partnerships with key industry clients and stakeholders including relevant public and private sector agencies, industry representatives, venue managers, club representatives, registered players and event promoters. • Deliver high quality services to all Victorian members. • Identify and implement appropriate strategies to improve the financial capability of the organisation. • Identify, plan and actively contribute to marketing strategies that will further promote the sports. • Undertake research, analyse and prepare reports for the Board on issues impacting on the organisation's performance. • Initiate and facilitate contact with the media to promote the sports and relevant events. • Negotiate on complex matters with internal and external stakeholders in order to gain cooperation, influence views and achieve the organisation's objectives. • Represent the organisation at a range of meetings and events throughout the State. • Manage all office functions including associated contracts and procedures.
Key selection area	<ul style="list-style-type: none"> • Demonstrated ability to initiate, develop and maintain effective relationships with a membership base. • Proven record in delivering programs within a sports environment. • Demonstrated self-motivator who can effectively work independently but also collaborate well as part of a team. • Relevant management and marketing experience. • High level interpersonal, communication, presentation and public speaking skills. • Proven ability to undertake high level negotiations with all levels within the industry. • Experience with dealing with the media. • Excellent computer skills with a focus on Microsoft Office products. • Appropriate tertiary qualifications in sports management, business and/or marketing or a background in sports management.