



Matt Schmidt Resume

Skills and Attributes

Administrative

- Effective management procedures and proven leader of staff, volunteers and boards/committees
- Excellent organisational and planning skills, and ability to be able to work well to strict deadlines
- Proven experience in financial management and performance, income generation activities and project development.
- Proven Strategic Planning, Reporting and Governance skills and experiences.

Interpersonal

- Excellent Communication Skills- A confident person who develops rapport easily with various people and communicates effectively with them.
- Experience in leading and working with dynamic teams.
- An ability to work well in high-pressure situations performing multiple tasks and focusing on a range of projects simultaneously.

Career History & key responsibilities

February 2000- Present

***Executive Officer/Executive Director
ACHPER (SA) (The Australian Council for Health,
Physical Education & Recreation, SA Branch Inc)***

- Successful Advocate to promote active and healthy living to the South Australian Community (Government, Schools, Tertiary Institutions, Sport, Recreation and Health organisations) through a range of professional activities.
- Managing the administrative and financial operations of ACHPER (SA). Securing the financial stability and ongoing income growth of the SA Branch has been a major achievement.
- Manage and provide leadership to ACHPER (SA) Staff and numerous Volunteers (Students, Board members, committees, ACHPER members) involved in ACHPER (SA) activities.

- Managing existing projects (Physical Education Week, Jump Rope for Heart, Corporate Cup, Active Schools project, *eat well be active* Primary Schools Project) and the development of additional professional activities (conferences, regional seminars, resources, consultancies).
- Development of strategies to increase membership and income generation.
- Liaising with kindred organisations on special projects and partnerships related to collaborative initiatives (Government, Non –Profit & Private Agencies).
- Managing and expanding current professional learning activities (State & National Conferences, Ongoing training and development, and implementing new professional activities (International Game Sense Conference, Regional Seminars, Year 12 Revision Seminars, Seminars) for ACHPER members and the South Australian Community.
- Overseeing the production, advertising and editing of all ACHPER (SA) promotions, publications and resources
- Preparation of strategic, financial and organisational planning and reporting

March 2004- Present

Lecturer/Tutor (part time)
Uni SA, Bachelor of Sport and Recreation
Management

- Tutor in Recreation and Sport Event Programming
- Guest lecturer in a range of subjects including;
 - Sport Governance, Fundamentals of Sport and Recreation, and Sport and Event Marketing.

January 1999- February 2000

Marketing & Fundraising Officer
SIDSsouth australia

- Marketing & Fundraising Coordinator for State Based Fundraising activities and special events.
- Coordination of Red Nose Day raising over \$230,000 in the 1999 campaign. The campaign included corporate sponsorship, media promotion, attracting community and public support, extensive school and business development and coordination of related special events.
- Development of fundraising ideas, attracting sponsorship and developing special events. Special events coordinated included Red Nose Day Sports Breakfast, Army Band Concert, Melbourne Cup Luncheon, Corporate Petanque Day and Fairies Charity Christmas Concert.
- Recruit, train and manage volunteers, manage media campaigns and reporting details.

July 1998-December 1998

SA/NT Fundraising Coordinator
Amnesty International

- Coordination of major fundraising event Candle Day (record SA total in 1998) for South Australia/Northern Territory region. The event included a Badge Day, attracting community support/collections involving schools, churches, local groups, businesses and Amnesty members to raise funds for Amnesty's human rights work.

April 1997-June 1998

Events Manager
Ability Network

- Managing two national conferences (Beyond the Ramp & Elegant Access Solutions) marketing, event management, sponsorship, logistics. The two conferences targeted professionals, government officials and people with an interest in Disability.
 - Coordination of a trade exhibition (ARLEX- Australia's Rehabilitation, Lifestyle and Equipment Exhibition), in Adelaide, Melbourne and Brisbane for people with an interest in Disability and Ageing. 150 various organisations exhibited and 16,000 people attended ARLEX.
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June 1995-December 1996

**Activities Coordinator, Salisbury Campus
Uni SA, Students Association**

- Programming, marketing and coordination of a range of events and activities including Orientation staff/student camps/weeks, winery tours, lunchtime activities, interstate tours, end of year activities and gala end of year ball.

1994- 2000

Sports Coach, Concordia College

- Coaching a range of teams in Basketball (male and female), Cricket (male) and Football (male and female). Tasks include coordinating training sessions and coaching matches.

Community Involvement

- Member, South Australian Cricket Association (SACA) Game Development Committee (2014-current)
- Board Member, Squash SA (2015-current)
- Member, Uni SA Sport Advisory Group (2014-current, Chair 2017-current)
- Member, Sport SA Award Nominations Committee (2015-2018, including Chair 2016-18)
- Member, Lutheran Education South Australia, Northern Territory and WA (2016-current, Vice President 2018-current)
- Council Member, Good Shepherd Lutheran Primary School, Para Vista (2012-current, including Chair 2015-current)
- Umpire, South Australian Amateur Football League (2000-current)
- Concordia Old Collegians Cricket Club Committee Member (1999-2013, including President 2003-2013)
- Executive Member, CEASA- The Council of Educational Associations of South Australia (2003-2009)
- Management Committee Member, Concordia Old Collegians Association (1995-2000, Vice President 2000-2006)
- Member of the Port Adelaide Magpies Football Club Marketing Committee (2000-2002)

Educational Details

Tertiary Education

- **Completed Bachelor of Applied Science, University of SA (1996)**
(Recreation, Planning & Management)

Contact details

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Referees

Available upon Request