

## SQUASH & RACQUETBALL VICTORIA

### POSITION DESCRIPTION

<b>Job Title:</b>	General Manager, Squash and Racquetball Victoria
<b>Date Prepared:</b>	May 2020.
<b>Salary Range:</b>	\$82,000 pa. Plus Superannuation. (Increments available once KPI's achieved)
<b>Terms of Employment:</b>	Permanent. Time in lieu for attendance at various weekend tournaments.
<b>Reporting To:</b>	Board Chair (Direct) and Board Members (Indirect).
<b>Contact:</b>	Sarah Fitz-Gerald, President, Squash and Racquetball Victoria. ( <a href="mailto:President@squashvic.com.au">President@squashvic.com.au</a> )

### BACKGROUND

Squash and Racquetball Victoria (S&RV) is the peak body for promoting Squash and Racquetball in Victoria and is affiliated with Squash Australia. S&RV is a not for profit organisation governed by a volunteer member Board of Directors. S&RV consists of a small team of permanent and part time staff along with volunteer support staff.

It is located at Melbourne Sports & Aquatic Centre, Aughtie Drive, Albert Park. 3206. The office comprises 6 permanent and non permanent staff. The General Manager is the senior officer of the organisation.

S&RV promotes squash and racquetball as fun, healthy, socially integrated and accessible exercise that can be enjoyed for life. It provides a clear direction for the various associations, clubs and venues; develops and delivers innovative opportunities at all levels; and creates accessible and inspirational pathways for participants to reach their potential in the sports.

There is a need for S&RV to unify the various components of the sports to ensure that they can develop to their full potential and maximise revenue opportunities. Success in this role will largely be attributed to providing excellent customer service to members as well as increasing the number of affiliations.

A background in sport management is preferable but not essential. A valid driver's licence is required.

### DUTIES

1. 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.
2. Initiate, manage and maintain effective working relationships and partnerships with key industry clients and stakeholders, including relevant public and private sector agencies, industry representatives, registered players and event promoters.
3. Deliver high quality services to all Victorian members.
4. Identify and implement appropriate strategies to improve the financial capability of the organisation.
5. Identify, plan and actively contribute to marketing strategies that will further promote the sports.
6. Undertake research, analyse and then prepare reports for the Board on issues impacting on Squash and Racquetball Victoria's performance.
7. Initiate and facilitate contact with the media to promote the sports and relevant events.

8. Negotiate on complex matters with internal and external stakeholders in order to gain co-operation, influence views and achieve Squash and Racquetball Victoria's objectives.
9. Represent Squash and Racquetball Victoria at relevant meetings and events throughout the State.
10. Comply with Squash and Racquetball Victoria's Member Protection Policy and the Squash Australia Anti-Doping policy

#### **KEY SELECTION CRITERIA**

1. Demonstrated ability to initiate, develop and maintain effective relationships with a membership base.
2. Proven record of achievement in delivering similar programs in a sports environment.
3. Demonstrated self-motivator who can effectively work independently but also collaborate well as part of a team.
4. Proven record of writing successful proposals to secure public and/or private sector funding.
5. Relevant management and marketing experience.
6. High level interpersonal, communication, presentation, public speaking and negotiation skills with a preference for links with the Squash and Racquetball industry.
7. Relevant experience within a sports organisation and proven ability to effectively manage staff, financial resources and project budgets.
8. Proven skills in preparing reports and recommendations on issues for the Board's attention.
9. High level computer skills. (Including Office Software, Word, PowerPoint, Excel in particular)
10. Appropriate tertiary qualifications in sports management and/or marketing or a background in sports management.

The successful applicant will need to:

- undertake intra and interstate travel as required.
- provide a current Working With Children Check.
- represent S&RV in an appropriate manner at all times.

**CLOSING DATE: Friday 17th July 2020**