



SPORT DEVELOPMENT & PARTICIPATION MANAGER (Maternity Leave Contract)

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SPORTSPEOPLE
RECRUITMENT

- Actively grow participation in the sport of swimming in NSW
- Provide support to areas, clubs, swim schools and facilities
- Lead the Development Officer network
- 9 month maternity leave contract position

ABOUT SWIMMING NSW

Swimming NSW is the peak body for Swimming in NSW and the ACT. It aims to be the premier swimming state in Australia through increased participation and enhanced performance and through the development of partnerships that provide quality life skills for the community.

Swimming NSW currently has approximately 350 clubs and 34,000 registered members. Its members include swimmers, coaches, officials, administrators, volunteers and parents of swimmers.

Swimming is Australia's highest participation sport and is an activity that is synonymous with the Australian way of life. The art of swimming offers participants both important life skills and a sport that can be enjoyed by all ages and ability levels.

Community interest in swimming as an activity is high. There are approximately 2.4million recreational swimmers and 1.2million kids learning to swim each year in Australia, however swimming club membership has been in slow decline. Swimming NSW seeks to introduce contemporary participation programs and provide support to clubs, swim schools and facilities in order to remain vibrant and important hubs of the community.

SPORT DEVELOPMENT & PARTICIPATION MANAGER

Reporting to the CEO, the Sport Development & Participation Manager will work to actively grow participation in the sport of Swimming in NSW. This role is part of the senior management team and works in conjunction with the Swimming NSW Area Development Officers to provide a robust support network for Clubs and Areas to allow growth and achievement of their objectives.

The position oversees six Area Development Officers who work hand in hand with swimming clubs at the grass roots level and provide vital support to increase participation and membership of the sport. Swimming clubs are the end business unit for the sport and require leadership, support, strong systems and mentoring to continue to grow and take on new high-quality programs.

To be successful in this role, you will be tertiary qualified with demonstrated success in the development and implementation of programs which achieved increased 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 leading 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 an empathy for volunteers is required.

This is a rare opportunity to lead a Development Officer network to build the capacity of clubs and drive participation growth across the state. A background in swimming is not essential; however, an understanding of the relationship between coaches, club committee and facility owners in a swimming club environment would be looked upon favourably.

KEY RELATIONSHIPS

Reports to: Chief Executive Officer

Direct Reports: Six (6) Area Development Officers

Internal: Regional Club Development Coach and Operations Manager

External: Areas, Clubs, ascta NSW, Aquatic Facility owners, Local Government, Australian Swimmers Association, Schools, Swimming Australia Community Sport and Aquatic Facility Staff and Swimming NSW Members

CONTRACT TERM

This position will be offered as a maternity leave contract from **7 January, 2019 to 30 September, 2019**.

KEY RESPONSIBILITIES

The Sport Development & Participation Manager will:

- Work closely with and oversee the work of the Area Development Officers to assist Areas and Clubs to:
 - Understand local issues and barriers to growth
 - Identify and assist areas and clubs to implement actions to overcome barriers
 - Assist areas and clubs to provide positive and inclusive programs
 - Conduct club health checklists with club committees
 - Promote and hold clubs accountable to good governance practices
 - Educate clubs on resources available from SAL and state/territory swimming associations
 - Enhance Club and Area administrative performance through increased education and training
 - Assist Areas and Clubs to build sound community links, particularly with local schools, facilities, swim schools and master's swimming clubs
 - Assist Areas and Clubs to identify and apply for local grants
 - Promote and ensure Areas and Clubs embrace new national participation programs
- Create and sustain relationships with key clubs and other stakeholders
- Lead the training and implementation of the Swimming Australia Safe Sport Framework in NSW
- In conjunction with affiliated Clubs and Swimming Australia deliver the Optus Junior Dolphin program in NSW
- Increase the profile of the sport by promoting the benefits of Swimming to encourage membership
- Actively engage Learn to Swim Programs to build participation in the sport of Swimming
- Participate in the nationwide network of Community Sport Officers and assist, support and develop clubs through education, facilitation and communication.
- Lead the Swimming NSW Youth Advisory Panel and the implementation of the activities
- Effective delivery of but not limited to Multi-Class Swimming and Indigenous Programs
- Maintain effective communication with stakeholders to implement Community Sport Programs in regional and metropolitan areas
- Produce, update and distribute relevant resources to assist areas, clubs and schools
- Provide leadership and support to the Development Officer network

- Develop and assist with member recruitment and retention initiatives
- Promote the aims and objectives of Swimming New South Wales, within the swimming and general community including educational institutions
- Coordinate as directed special projects looking at special population groups related to swimming development
- Administer the Swimming Australia Junior Excellence program in NSW
- Attend and contribute in the operation of all conducted State swim meets
- Liaise with Swimming Australia, other Swimming State Bodies, Areas, Clubs and Members on matters as required

PERFORMANCE MEASURES

The Sport Development & Participation Manager's measures of success include:

- Growth in participants and members in accordance with the Swimming NSW Operational Plan
- Demonstrated positive impact on the management capacity of clubs within the state
- Enhanced positive relationships with Area, Clubs, Schools and Swim Schools within the state
- A positive impact on the availability of water space for the sport of Swimming in NSW

SELECTION CRITERIA

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

Qualifications and Experience:

- Tertiary level education in Sports Management and/or Business along with an understanding of the sport sector preferred
- Suitable qualifications and/or relevant experience in sport administration and an understanding of the Australian sport sector
- Previous management experience in a sport development role
- Experience in working with sporting clubs and/or the not for profit sector with a large volunteer base
- Prior project management experiences will be highly regarded
- NSW Working with children check

SPORT DEVELOPMENT & PARTICIPATION MANAGER (MATERNITY LEAVE CONTRACT) - SWIMMING NSW



SELECTION CRITERIA (Continued)

Skills and Abilities:

- Ability to facilitate area and club strategic and operational planning in the areas of program quality and participation growth
- An understanding of funding and grant requirements and how to capitalise on these opportunities
- Strong communication skills, both oral and written, including research, report writing, public speaking and presentations
- Proven negotiation, facilitation and problem-solving skills
- Well-developed ability to plan, coordinate and drive the implementation of participation projects
- Strong understanding of governance requirements of the not for profit sector
- Proven ability to prioritise and organise individual workload and achieve outcomes within agreed timeframes
- Sound understanding and application of financial management skills in relation to grant submissions and participation programs
- Understanding of the relationship between coach, club committee and facility owner in swimming club environment is desirable
- Well versed in operational decision making

Personal Attributes:

- High Emotional Intelligence
- Highly motivated, goal orientated with a passion for achieving results
- Operates in a manner that recognises and respects the contribution of each person
- Communicates openly, honestly and respectfully
- Works collaboratively, while challenging and encouraging others to achieve higher levels of performance
- Strives for excellence, both personally and organisationally
- Embraces change, creativity and measured risk taking where required to improve performance standards
- Takes time to share information with others, increasing the collective knowledge of the organisation and members
- A passion for swimming specifically and/or a commitment to motivating children and adults to be physically active

All staff and volunteers of Swimming NSW must complete background screening (including have a current Working with Children Check and Police Check) and agree to abide by the Swimming Australia Child Welfare Policy and Code of Conduct as a condition of employment/engagement.

HOURS OF WORK

This is a full-time position. Given the unique nature of the sports industry, additional hours including evenings and weekends will be required on occasion which can be taken as time-in-lieu at an agreed time.

LOCATION

This position is located at the Swimming NSW offices in Homebush, Sydney with onsite parking provided. Due to the nature of the role, intrastate travel will be required to visit areas and clubs, and to attend events. A laptop and mobile phone will be provided to enable remote work. All approved travel expenses will be reimbursed.

REMUNERATION GUIDE

An attractive remuneration package 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 current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

WEBSITE AND SOCIAL MEDIA

Swimming NSW has a comprehensive website that includes information and news items on all facets of its activities, services and programs.

The website is: nsw.swimming.org.au

Facebook: facebook.com/SwimmingNSW

Twitter: twitter.com/SwimmingNSW

TIMELINES

Final interviews and the appointment of the Sport Development & Participation Manager, Swimming NSW are scheduled for November, 2018. The successful candidate would be expected to commence duties 7 January, 2019.

CONTRACT TERM COMMITMENT

Candidates must be prepared to commit to the 9 month contract period.

APPLY TO

Your application should be sent electronically to jobs@peoplerecruitmentgroup.com with the subject identifier of the email to be formatted as follows:

**180918-01 Sport Development & Participation Manager -
Swimming NSW <<Your Name>>**

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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.

Applications close: Friday 19 October, 2018

Preferred Format: Sportspeople Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

Candidates must also 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.

ENQUIRIES

The Sport Development & Participation Manager, Swimming NSW recruitment assignment is being managed exclusively by **Sportspeople Recruitment**.

In the first instance general enquiries should be directed to Scott Oakhill FREECALL AUST 1800 634 388 or +61 2 9555 5000 or via jobs@peoplerecruitmentgroup.com

Sportspeople Recruitment is a specialist division of People Recruitment Group.