



## POSITION DESCRIPTION

POSITION TITLE	<b>GENERAL MANAGER</b>
RESPONSIBLE FOR	<b>Overseeing the successful delivery of all STATE VOLLEYBALL NSW activities in accordance with the organisation's values and policies</b>
EMPLOYER	<b>STATE VOLLEYBALL NSW</b>
LOCATION	<b>QUAD 1, LEVEL 2, 8 PARKVIEW DRIVE, SYDNEY OLYMPIC PARK</b>
REPORTS TO	<b>SVNSW Board</b>
EMPLOYMENT	<b>FULL TIME</b>
AWARD	<b>Sporting Organisations Award 2010</b>

### ORGANISATION SUMMARY

**VISION:** New South Wales will be the significant contributor to the growth of volleyball nationally.

**MISSION:** To lead, partner and support our community as they grow their participation and improve overall performance state-wide

State Volleyball NSW (SVNSW) is a State Sporting Organisation undergoing exciting growth in programming and competitions across NSW. Based at Sydney Olympic Park, we are looking for an experienced, enthusiastic General Manager to lead and implement the strategic objectives of SVNSW and oversee the operations of the organisation.

### POSITION SUMMARY

The role is responsible for overseeing the day to day management of the business and working closely with the SVNSW Board, Affiliates, SVNSW team and Volleyball Australia towards the achievement of the strategic and operational objectives.

The main focus of the role is financial management of the organisation, governance, promotion, relationship management of our stakeholders and effective staff management of our small, dedicated SVNSW team to successfully deliver our growing portfolio of competitions, participation and development programs, and State Team programs.

The General Manager will be a dynamic and inspiring leader with strong communication skills and the ability to build positive relationships with Board Directors, Subcommittee members, SVNSW Staff and other key stakeholders. He/she will be an exceptional and experienced sports administrator who can demonstrate the ability to manage and grow like-sized organisations and improve their operational effectiveness.

The successful candidate will report directly to the SVNSW Board of Directors and manage all SVNSW Staff and volunteers. A major component of the role will be liaising effectively with Directors of the SVNSW Board, Associations and Clubs, Subcommittee members, Schools across all sectors, Volleyball Australia, other State Executives and other key stakeholders.

## KEY ROLES, RESPONSIBILITIES & OUTCOMES

<b>FINANCE</b>	<p>Prepare, present and monitor an annual budget for all SVNSW activities.</p> <p>Provide monthly financial reporting to the Board of SVNSW.</p> <p>Maintain (and increase where possible) government and other external funding through submissions for grants, sponsorships and applications for new opportunities.</p> <p>Fulfill any financial obligations to Volleyball Australia as directed by the Board.</p> <p>Control the daily financial management of the organisation.</p>
<b>HUMAN RESOURCES</b>	<p>Develop strong working relationships with SVNSW Staff, Board members, subcommittee members, affiliates and key stakeholders.</p> <p>Provide leadership, supervision, guidance and assistance to other staff members including, where appropriate, conducting reviews and appraisals and providing staff with their individual development plans.</p> <p>Coordinate and oversee the staff to manage their individual responsibilities in consideration of the overall operation of the organisation.</p> <p>Ensure accurate and true records of employment are kept for all employees.</p> <p>Ensure all relevant government safety checks are completed where appropriate for members and representative officials under the NSW Working with Children legislation.</p>
<b>OPERATIONS</b>	<p>Oversee the delivery of the daily business of SVNSW with the support of the SVNSW Staff.</p> <p>Effectively identify and monitor the risk management processes of the organisation including but not limited to insurance and member protection policies.</p> <p>Oversee the creation of an annual calendar that includes all key stakeholder and affiliate activities including school competitions, State Cups, Schools Cups, State Volleyball League (SVL), Australian Volleyball League (AVL), National Juniors, Beach volleyball events and any club or other programs.</p>
<b>REPRESENTATION</b>	<p>Attend Volleyball Australia Stakeholder meetings, workshops and AGMs as directed by the SVNSW Board.</p> <p>Liaise with Volleyball Australia on nationally coordinated strategies to develop the sport including sponsorship, promotion and competition.</p> <p>Attend any required meeting with government departments, funding partners and sponsors.</p> <p>Ensure there is a visible SVNSW presence where appropriate at school, club, regional, state and national events and meetings.</p>
<b>REPORTING</b>	<p>Ensure regular and appropriate reporting to the SVNSW Board of Directors in both written and oral form on all aspects of operations.</p> <p>Oversee the maintenance of accurate and detailed records of all member registrations and Affiliate organisations.</p> <p>Ensure post competition and program reports are submitted by the SVNSW staff, that an appropriate review has been undertaken and recommendations for improvements are implemented to deliver improved outcomes across the organisation.</p>
<b>STRATEGIC PLANING</b>	<p>Engage all key stakeholders in updating the Strategic Plan.</p> <p>Adhere to and provide direction for the Operational Plan.</p>

**GOVERNANCE** Ensure that appropriate policies and processes are in place and adhered to and that they are reviewed appropriately to ensure effective governance.  
Work towards the achievement of Key Performance Indicators set by the Board to further grow volleyball in NSW.  
Oversee the maintenance of the 'digital' face of SVNSW through the website and social media platforms.

**GENERAL ROLES** Adhere to, and promote, the policies and procedures of SVNSW and Volleyball Australia. Be a contributing and positive member of the State Office team.

## PERFORMANCE MEASUREMENT

The General Manager's performance will be primarily measured against the following:

- Personal achievement against the General Manager's Performance Plan;
- Overall effectiveness of SVNSW in delivering its objectives and strategies;
- Business and commercial performance of SVNSW;
- Quality of relationships with SVNSW Staff and key stakeholders;
- Professionalism of programs, activities and competitions of SVNSW.

## KEY SELECTION CRITERIA

- Degree in Sports or Business Management or a minimum of 5 years relevant sports senior administrative roles experience.
- Solid financial management capabilities including the understanding of accounting structures and interpretations of financial statements and budgets.
- Experience in staff management and leadership.
- Ability to work independently, as an inspiring leader and under direction of the Board where appropriate.
- Ability to develop effective and respectful working relationships with people across all levels of the business.
- Excellent personal presentation and high level written and oral communication skills.
- Understanding of competition and event protocol, structures and reporting.
- Experience with sport competition administration and sport event delivery.
- The ability to analyse material and make recommendations.
- Managing competing priorities while maintaining quality of work.
- Knowledge of non-profit organisations and the Australian sporting landscape, in particular volleyball.
- Experience working within the Sydney Volleyball community highly desired, but not essential.
- Flexibility in terms of personal time management to multitask and participate in after-hours work as required.
- Current drivers' licence with access to a reliable vehicle.
- Ability to pass appropriate Government screening required for this role.

## KEY RELATIONSHIPS

### Reports to:

SVNSW BOARD

### Key Internal Liaisons:

Competition Manager (full-time)

Participation Officer (full-time)

Development Officer - Indoor (full-time)

Development Officer – beach and coaching (full-time)

Competition officers (casual and contract)

Administration Assistant (permanent part-time)

SVNSW Board Members (volunteer positions)

### Key External Liaisons:

Affiliate Clubs and Associations & their Members

Volleyball Australia Staff and Board

NSW School Teachers and Sport Co-ordinators

Venue Operators and Third-Party Service Providers

Potential Sponsors

Government bodies

## EMPLOYMENT CONDITIONS

- The role is a full-time role, of 38 hours per week within a flexible hours structure paid fortnightly.
- Salary between \$90-\$100k per annum plus Superannuation depending on recent experience and qualifications.
- A probationary period of six months shall apply.
- The position requires out of hours work, intrastate and occasional interstate travel.
- Four weeks annual leave and ten days personal leave applies.
- Annual performance reviews will be conducted.

## APPLICATIONS

**Applications Close at 5.00pm on Friday 16<sup>th</sup> November 2018.**

Candidates are invited to send a cover letter addressing the Key Selection Criteria and their Resumé outlining recent employment experience that supports their successful delivery of this exciting role.

Please submit applications to Stuart Mackay, Secretary:

Email: [secretarysvnsw@gmail.com](mailto:secretarysvnsw@gmail.com)

**ONLY short-listed candidates will be contacted.**

**If contacted you may be asked for an interview prior to the closing date.**

