

GENERAL MANAGER, MEMBER ENGAGEMENT AND BUSINESS DEVELOPMENT

Employer	Little Athletics WA and Athletics WA – One Management Team
Position Title	General Manager, Member Engagement and Business Development
Reports to	Chief Executive Officer
Location	Perth, WA
Position Overview	<p>The General Manager, Member Engagement and Business Development will lead and deliver member engagement and servicing, business and policy management operations of the organisation. They will be required to ensure best practice leadership and compliance against a platform of continual enhancement to achieve the organisations key strategic outcomes.</p> <p>Applying a broad perspective to the contribution of ongoing viability of the organisation, the General Manager, Member Engagement and Business Development will seek to achieve strong engagement, new ventures and opportunities, effective use of resources and promote service excellence and efficiency.</p> <p>A close working relationship with key internal departments, external stakeholders and a range of professional contractors will be essential to the successful achievement of this position’s objectives.</p> <p>The role will build a positive and proactive culture through a set of shared attitudes, goals, behaviours and values to represent the brand of athletics.</p>
Core Responsibilities	<ul style="list-style-type: none"> • Promote the purpose, values and behaviours of Athletics in WA within the athletics and greater Western Australian communities advocating the organisation as a deliverer in service excellence; • Lead and manage the Team to ensure member engagement and business development outcomes are successful achieved; • Engage and work closely with member organisations to support their development and delivery of athletics services state-wide; • Develop and deliver on a well-defined operational plan with key milestones clearly established and • Ensure that the organisation has foresight and is building transparent and constructive relationships across all our key stakeholders; including members, centres, clubs, sponsors, representative bodies and community partners.
Key Duties	<ul style="list-style-type: none"> • Development and maintenance of relationships with all affiliated member Regions, Centres and Clubs • Oversee member Region and Centre affiliation processes; • Responsibility for member engagement and servicing, new projects and organisational innovations, • Financial performance and associated reporting in conjunction with relevant staff and Board committees, and preparation of advice and recommendations for appropriate action to ensure financial control; • Responsibility for ensuring compliance with the organisation’s strategic and operational policy and legislative requirements in relation to human resource and risk management framework; and

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	<ul style="list-style-type: none"> Responsibility for ensuring the best practice management of the organisations ICT infrastructure in collaboration appropriate professional providers.
Key Interactions	Board of Directors Other Staff Athletics Australia Little Athletics Australia Athletics Clubs and Centres Athletics Stakeholders in WA VenuesWest WA Government agencies
Competency Area	<p>Communication</p> <ol style="list-style-type: none"> Is a very skilled communicator and can and can shape conversation to suit any audience; Ensures key messages are portrayed through accurate reporting and documentation; and Makes the most of any opportunity for both internal and external networking and uses these to promote the interests of their team. <p>Teamwork and Leadership</p> <ol style="list-style-type: none"> Is a strong team player who is driven to work hard as an individual to ensure the success of the group; The ability to work as part of a small team; Can follow through on the commitments, while modelling the values of the organisation. Will sacrifice self for others even under pressure; Promotes respect for diversity and the importance of culturally appropriate behaviours; and A dynamic and motivated leader able to inspire in achieving organisational outcomes. <p>Initiative and Enterprise</p> <ol style="list-style-type: none"> Consistently looks for opportunities to improve programs and processes, and can effect change without assistance from others; and Is able to anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems. <p>Planning and Organising</p> <ol style="list-style-type: none"> Highly motivated and able to identify what is needed to successfully plan for team projects and broader goals and manage the outcomes; and Highly motivated and able to manage their workload, with the ability to adjust their plans where necessary to ensure that team outcomes are achieved.
Essential Criteria	<ol style="list-style-type: none"> Demonstrated engagement and development of a member based not-for profit organisation; Demonstrated experience in the management of financial and related accounting functions within a medium to large organisational environment including a MYOB accounting system (or similar), development and management of organisational budgets

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	<p>and financial reporting responsibilities (not-for-profit or public sector experience would be highly regarded);</p> <ol style="list-style-type: none"> 3. Proven ability to develop, implement and manage effective business management systems for financial, business management and human resources management including the development of related organisational policies and procedures and the provision of related staff training; 4. Strong leadership abilities including well-developed interpersonal and communication skills and proven ability to work within, and effectively manage a small team of staff; 5. Demonstrated computer literacy with standard MS Office applications including a high level of ability to develop and use MS Excel spread sheets for budgets and reporting; and 6. Preparedness to be flexible in respect to work hours; 7. Demonstrated ability to communicate and negotiate with a wide range of staff and stakeholders; 8. A current "C" class WA driver's license; 9. Working with Children Check; and 10. National Police Clearance. <p>Desirable</p> <ol style="list-style-type: none"> 11. An understanding of the sport of athletics.
Hours of work	<p>The role is a full-time permanent position working 37½ hours per week. Due to the nature of this position out of hours and weekend work will be required. Interstate and overseas travel may be required.</p>
Salary	<p>A salary package of \$90,000 - \$100,000 plus superannuation will be negotiated with the successful applicant dependent on level of experience.</p>
How to Apply	<p>Applicants are requested to submit a resume outlining their relevant experience and a covering letter addressing each of the essential and desirable criteria via email to: Vince Del Prete at ceo@walittleathletics.com.au</p> <p><u>Please note: applications lodged via the SEEK website will not be accepted.</u></p>
When do applications close?	<p>Applications close at 5.00pm on Monday, 26 August 2019.</p>
Who do I contact if I have an enquiry?	<p>Please contact the Chief Executive Officer, Vince Del Prete at ceo@walittleathletics.com.au</p>