



GENERAL MANAGER - MASTERS SWIMMING AUSTRALIA

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- Lead and grow an evolving National Sporting Organisation
- Hands-on operations and stakeholder management focus

ABOUT MASTERS SWIMMING AUSTRALIA

Masters Swimming Australia (MSA) is the peak body and National Sports Organisation for adult swimmers aged 18 and above. MSA is affiliated with Swimming Australia Limited (SAL) and FINA, the international aquatics body.

With the motto "fitness, friendship and fun", MSA works to encourage all adults, regardless of ability, to swim regularly and compete in order to promote fitness and improve their general wellbeing.

There are approximately 6,500 members across 200 clubs located throughout the seven Branches within Australia. Members join Masters Swimming Clubs, which are affiliated to their respective Branch, and the Branches are affiliated to the national body. MSA Branches offer technical courses for officials and coaching courses and clinics for coaches.

MSA manages and promotes a number of programs each year designed to encourage active participation in swimming from beginner to advanced level. MSA also hosts and participates in a number of national and international competition events each year.

The National Board of Management (NBM), comprising of the President and four other elected members, is responsible for the governance and overall direction of the organisation.

The NBM is supported by a General Manager, part-time Administrator (0.8) and Bookkeeper (0.2), who are responsible for the day-to-day running of the organisation.

The National Office also services the Victorian Branch by performing its administrative duties.

The MSA office is located at Sports House, in the heart of the Melbourne sporting precinct and staff are provided with free parking at the adjacent Melbourne Sports and Aquatic Centre.

GENERAL MANAGER

Reporting to the National Board of Management (NBM) via the President, the General Manager implements and manages the policies, operations and services of Masters Swimming Australia.

- Flexible working hours - 4 or 5 day working week
- Melbourne (Albert Park) based

This is a very hands-on role, responsible for leading Masters Swimming Australia and its Branches, while implementing strategic and operational plans of the organisation as a whole. As General Manager you will be tasked with building membership, engaging the masters swimming community and managing stakeholder relationships whilst running the day to day business operations of the national office.

Working closely with the Board, you will have the opportunity to demonstrate your leadership skills and share in achieving and developing the future vision of a national organisation.

To be considered for this role you will need strong administrative and management skills with the ability to engage and develop lasting, positive relationships with the stakeholder family. You will be thorough, accurate and timely in your work and capable of managing a range of tasks and duties in this small national office. You will have a good understanding of and experience in identifying and creating sustainable commercial partnerships and opportunities.

This role provides opportunity to lead and grow an evolving National Sporting Organisation and would suit a candidate who has previous General Management experience or ready for the next career step from a senior Operations Management role, ideally from within a not-for-profit or sporting organisation. If you are looking for an exciting new challenge in your career then apply now!

KEY RESPONSIBILITIES

The General Manager is responsible for the delivery of the following key areas:

Administration

Due to the nature of the organisation, it is necessary for the General Manager to perform a large number of admin tasks with the support of the office staff, including:

- Managing the strategic and operating plans for the organisation
- Overseeing the use of MSA branding
- Managing the office and staff
- Compiling and adhering to the National Administration Calendar

KEY RESPONSIBILITIES - Administration (Continued...)

- Coordinating meetings (National Board of Management, General and Annual General Meetings)
- Manage the process of nominations and appointment for all committee/NBM positions
- Ex-officio on national committee meetings (as required)
- Regular liaison with National Committee Chairs for updates and advice relevant to committee's area of expertise
- Updating and distributing National Rules (Constitution, Rules, By-Laws, Insurance details, etc)
- Compiling and distributing circulars and memos
- Overseeing the production of the MSA and Victorian Branch Annual Report
- Coordinating the on-going development of the National Registration database and utilising the databases to assist with administration tasks
- Assisting with the implementation of Special Projects (Coaching, IT upgrades etc.) as required
- Managing national insurance policies
- Complying with Consumer Affairs Victoria statutory requirements
- Administering the Victorian Branch - the National Office has a service agreement with the Victorian Branch to perform its administrative duties

Programs and Services

- Oversee the administration of all programs provided by MSA

Stakeholder Management

- Coordinate the activities of the National Board of Management
- Coordinate communications between the NBM and Branches and National Committees
- Provide support to Branches and National Committees
- Liaise with key external organisations (e.g. Swimming Australia, FINA, and ASCTA) on relevant matters as required

Planning

- In conjunction with the NBM, develop strategic objectives, an annual operating plan and organisation policies

Financial

- Assist the Finance Director in the preparation and monitoring the annual budget
- Oversee the payment of invoices, receipt of payments and financial reporting

Commercial

- Source and manage partnerships, strategic alliances, sponsorship and funding at the national level

Events

- Sanction International and National Masters Swimming events and Postal Swims, undertaking contract negotiations where required
- Provide guidance and assistance in the organisation of the Masters National Swimming Championships and Masters Games Swimming events

Human Resources

- Manage the recruitment, induction and review processes and procedures of new and existing staff
- Develop and maintain a healthy team environment

KEY RELATIONSHIPS

Reports to: National Board of Management via the President

Internal

- National Board of Management (NBM)
- Administrator
- Bookkeeper
- Branches and National Committees
- Other staff and contractors as required from time to time

External

- Swimming Australia
- FINA
- Australian Swimming Coaches and Teachers Association (ASCTA)
- Clubs and pools
- Sponsors and commercial partners

MEETINGS

As a guide only, the General Manager is required to attend the following meetings / forums each year:

- National Board of Management (NBM) Meetings (quarterly)
- General and Annual General Meetings (twice annually)
- National Committee Meetings (as required)
- Annual Administrators Meeting (annually)

LOCATION AND TRAVEL

The position is based at the Masters Swimming Australia office in the heart of the Melbourne Sporting Precinct at Sports House, Level 2, 375 Albert Rd, Albert Park. Interstate travel may be required from time to time to attend meetings and events.

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HOURS OF WORK

Masters Swimming Australia offers a flexible working environment. This position can be offered on either a part time (0.8) or full time basis depending on your availability and circumstances. Due to the nature of the position and the sport industry, some evening and weekend work will be required from time to time to attend meetings and events.

REMUNERATION GUIDE

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level, experience and hours of work. 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.

SELECTION CRITERIA

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

- Previous management experience within a sporting environment
- Experience working within a membership based and/or not for profit organisation
- Experience in working with a volunteer Board
- Excellent interpersonal, influencing and communication skills
- Excellent written communication and administration skills with outstanding attention to detail
- Strategic planning, implementation and management experience
- Previous commercial and/or marketing experience
- Sound understanding of governance principles
- Strong financial literacy including working within a budget
- Solid understanding of IT systems and services, including management of IT Service Agreement(s)
- Strong but calm demeanour and a clear ability to work under pressure
- Able to organise work, balance priorities and complete allocated tasks within set timeframes
- Ability to engage with people across all levels of an organisation
- Staff management experience, including recruitment and change management

Masters Swimming Australia is an Equal Opportunity Employer committed to diversity and social inclusion.

Candidates must be legally entitled to work in Australia.

WEBSITE AND SOCIAL MEDIA

For more information and news items on all facets of activities, services and programs, visit:

MSA website: mastersswimming.org.au

Facebook: facebook.com/MastersSwimmingAus

Twitter: twitter.com/MastersSwimAus

Instagram: instagram.com/mastersswimaus

YouTube: youtube.com/user/MastersSwimAus

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.**

Preferred Format: Candidates must 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.

Sportspeople Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

APPLY TO

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

190326-01 General Manager - Masters Swimming Australia
<<Your Name>>

ENQUIRIES

The General Manager, Masters Swimming Australia recruitment assignment is being managed exclusively by **Sportspeople Recruitment** - a specialist division of People Recruitment Group.

In the first instance general enquiries should be directed to Robert McMurtrie on 0413 838 464 or FREECALL AUSTRALIA 1800 634 388 or +61 2 9555 5000 or via jobs@peoplerecruitmentgroup.com.