



## **Australian Capital Territory Rowing Association**

### **Executive Officer Application Information**

The Australian Capital Territory Rowing Association (ACTRA) is the peak body for the sport of rowing in the ACT, and is incorporated within the ACT. Rowing in Canberra is a popular sport that attracts around 2000 participants with approximately 30% of these registered and regularly competing in organised regattas. ACTRA conducts a number of events each year, as well as regularly hosting large special events such as the Australian Masters Games rowing regatta.

ACTRA is made up of organisations including community clubs, schools and tertiary institutions and receives its funding from member affiliation fees, operational funding from Sport and Recreation ACT (SRACT), as well as some specific program funding from Rowing Australia (RA).

ACTRA is governed by an elected volunteer executive Committee under a constitution adopted in 2003. The current ACTRA Committee has excellent relationships with key stakeholders and has clear strategic directions for further development.

#### **About the Position**

Reporting to the ACTRA Committee, the Executive Officer will be responsible for the overall efficiency and effectiveness of all operations including the management and development of human and financial resources, coaching and club professional development, the implementation of the strategic plan and other frameworks necessary to meet ACTRA's objectives. The Executive Officer is responsible for providing leadership, direction and overall management of the activities and services of ACTRA.

#### **Position Description**

**Position:** Executive Officer

**Reports To:** President and the Committee

**Summary of Duties:**

As Executive Officer you will have the exciting opportunity of leading the administration of ACTRA ensuring its future development and promotion through well executed commercial, sport and event related programs.

The Executive Officer will report to the ACTRA Committee and be responsible for the overall efficiency and effectiveness of all ACTRA operations. This will not only involve the management and development of human and financial resources, but also the implementation of the strategic plan and other frameworks necessary to meet ACTRA's objectives.

An appointment will be made on a part time basis for an initial period of two years.

The Executive Officer is responsible for providing leadership, direction and overall management of the activities and services of ACTRA. In fulfilling these duties the Executive Officer will be expected to achieve positive outcomes for the following overall duties, including:

1. In conjunction with the President and Committee, staff, Advisory Groups and membership, implement the corporate vision for ACTRA and devise and implement strategies to achieve the stated goals and aims;
2. Coordinate and manage the activities and services of ACTRA to ensure the professional, timely and efficient delivery to the membership of ACTRA.

**Key Duties:**

The Executive Officer will be expected to fulfil a number of key duties, including:

- Planning and Policy – In conjunction with the Executive, develop and implement strategies and policies;
- Financial – Under the supervision of the Treasurer, manage the ACTRA commercial operations efficiently and profitably; ensuring the stability and growth of revenue sources;
- Management - Assume the overall responsibility for the management of the day to day operations of ACTRA; Provide leadership and direction to the staff, committees and membership of ACTRA;
- Representation and Relationships - Provide effective and active representation of ACTRA at all levels, including to Sport and Recreation ACT, member clubs, State rowing associations and Rowing Australia. Develop and enhance ACTRA's relationships with stakeholders;
- Promotion and Marketing - Ensure the optimal development and promotion of all activities and services of ACTRA; In conjunction with the Committee and the Marketing Advisory Group, develop and implement a marketing plan with associated strategies and initiative to better position ACTRA within the ACT sporting framework; Act as a primary media spokesperson for ACTRA and, work with the approved marketing agents on all commercial sponsorship arrangements with ACTRA

**Specific Duties:**

The Executive Officer will:

- Represent the management team of ACTRA; manage, co-ordinate and implement the policy decisions of the ACTRA Committee;
- In conjunction with the Treasurer, staff and Committee, develop, manage and monitor the ACTRA budgets;
- Manage and monitor maintenance of the ACTRA's assets;
- Provide secretariat support for the ACTRA Committee and its Advisory Groups;
- Provide leadership, direction, supervision and support of all personnel, paid or voluntary.
- Establish policies and practices for mutually agreed performance objectives for use in staff performance appraisals;
- Oversee the training and professional development of ACTRA personnel;
- Work with the ACTAS Head Coach to ensure the professional, timely and efficient management and delivery of the existing high performance strategies and practices, ensuring the best possible outcomes for ACTRA at designated events;
- Promote the development of rowing coaching in the ACT, including the coordination of regular introductory and Level 1, 2 and 3 NCAS accredited coaching courses, and maintenance of a database of ACT rowing coaches.
- Oversee the regatta and events program to ensure the professional, timely and efficient development, implementation and management of all ACTRA regattas and events.
- Conduct draws for all regattas conducted under the auspices of the Association, and maintain the electronic regatta entry system and club pointscore;
- Apply for Government and other grants as directed by the ACTRA Executive;
- Ensure ACTRA fulfils compliance duties required by Sport and Recreation ACT;
- Maintain ACTRA's historical records and archives
- Attend Meetings for and on behalf of ACTRA;
- Any other duties as reasonably requested by the President, from time to time.

### **Selection Criteria**

#### **Essential**

- Well developed leadership, management and organisational skills, and demonstrated experience in a similar role;
- Well developed IT skills including familiarity with Microsoft Office software suite and the ability to quickly learn and adapt to sport specific technologies;
- Demonstrated experience of budgeting, financial management and reporting;
- Excellent negotiating, communication and interpersonal skills;
- Demonstrated understanding of and/or experience of issues in sports management and development;
- Demonstrated ability to work effectively with limited supervision and support, and the ability to develop and meet strict timelines
- Ability to work in a not for profit organisation with volunteers and paid officers;
- Current drivers licence.

**Desirable**

- Knowledge of the sport of rowing and its competitive structure
- Relevant tertiary qualifications
- Event organisation and management skills

**Salary Package**

A prorata salary of \$50,000 per annum plus superannuation will be paid to the successful candidate.

**Hours of Work**

Normal days of work are Monday to Friday with hours of duty to be determined by the ACTRA Executive. This role will also require weekend work during the competition season, as well as attendance at after- hours meetings and seminars.

**More information**

For more information on the position please contact Camilla Hayman, phone 02 6249 6111 and/or email: [actra@rowingact.org.au](mailto:actra@rowingact.org.au)

**How to apply**

Applications addressing the selection criteria should be marked 'Confidential' and posted to

**ACT Rowing Association Inc**  
**Sports House**  
**100 Maitland St Hackett 2602**  
**or by email to:** [actra@rowingact.org.au](mailto:actra@rowingact.org.au)

**Applicants must be able to provide at least two recent referees if required, and any offer of a position will be made subject to satisfactory police and background checks.**

**Applications close at 5.00pm, Monday 2<sup>nd</sup> April 2007**