

- Lead and grow a healthy and growing sport organisation
- ‘Hands-on’ operations and event management position

ABOUT TRIATHLON ACT

Triathlon ACT (TACT) is the peak sporting organisation responsible for the development, promotion and governance of the sport of triathlon, duathlon, aquathlon and multisport in the ACT (Australian Capital Territory). TACT is a not for profit organisation which is governed by the TACT Board and is one of eight State and Territory Triathlon Associations (STTAs), which make up the membership of the national body, Triathlon Australia (TA).

Supporting 13 clubs, TACT provides participation, sport development, education and performance programs and events, with a family focused, community driven and inclusive environment.

EXECUTIVE DIRECTOR

The Executive Director is accountable to the TACT Board through the President; however is responsive to the TA CEO and National Leadership Team (NLT).

The primary purpose of the Executive Director is to, through leadership excellence:

- Advance the strategic direction of TACT
- Manage the day-to-day operations of TACT efficiently and effectively in conjunction with the TACT Board and in line with agreed policies and directions

Key aspects of the role are:

- ensuring the effective relationships with key stakeholders and the management of resources to achieve the objectives of TACT
- high operational capabilities, with a focus on growth and sustainability of triathlon within ACT
- an ability to balance working autonomously with leading, contributing to and being part of the team both locally and nationally

This ‘hands-on’ role requires an energetic and innovative leader with strong communication skills who is able to engage and work collaboratively with a diverse stakeholder group and develop and nurture key relationships within the triathlon community, including volunteers.

The successful candidate will be tertiary qualified, with senior experience within the sporting or event management industry, and the ability to strategically navigate the complexities of the local and national sporting landscape.

- \$80,000 pa + superannuation
- Deakin, ACT location

The person must be decisive and tenacious with a demonstrated commitment to delivering both growth and a member service support focus which is built on inclusivity and camaraderie. Experience within not for profit and/or membership based organisations would be an advantage.

This is a unique opportunity to lead and grow a healthy and evolving sport organisation and would suit a candidate who has previous business leadership experience or a senior manager ready for the next step into this ‘hands-on’ leadership role. If you are looking for an exciting new challenge in your career then apply now!

KEY RESPONSIBILITIES

The principal duties of the Executive Director include:

Improve Organisational Excellence & Financial Accountability

- Progress the Strategic Plan goals through effective TACT operational outputs
- Participate in Whole of Sport (combined TA and STTA) roles such as TACT representative on the NLT
- Manage and uphold TACT risk plans, processes, and assessments including the implementation, management and ongoing improvement of internal controls
- Build financial sustainability of triathlon
- Monitor, evaluate and report on the organisation’s financial position and long-term sustainability
- Identify potential revenue generating opportunities such as grants or sponsorship and where agreed with the TACT Board develop proposals to achieve these
- Undertake annual budget process, in accordance with the Whole of Sport budgeting process, including discussion and agreement of key operational and financial objectives with the TACT Board
- Produce Annual Report and Financial Statements to ensure statutory and Board requirements are met. This includes the annual audit process and year-end accounting.
- Coordinate TACT Board meetings including the provision of reports for the Board which cover the organisation’s key functions and performance
- Meet regularly with the President (and board members as required)

Competition and Event Management

- Plan, organise and conduct multisport events as part of the TACT event calendar (act as Event Director on event days)

EXECUTIVE DIRECTOR - TRIATHLON ACT

KEY RESPONSIBILITIES (Continued...)

Develop Pathways

- Oversee and progress the Athlete Pathway and associated programs within ACT
- Oversee the Coaching and Officiating pathways ensuring a workforce capable of meeting the demands and expectations of members and participants

Manage Human Resources

- Manage all TACT staff including:
 - Conducting annual performance reviews of all staff
 - Maintaining TACT Personnel files including appropriate employment agreements, maintenance of personnel records, induction of all staff, appropriate WHS policies, and implementation of a training and development program
- Oversee the development of plans to recruit, retain and manage volunteers who assist with conducting TACT events and activities

Enhance Membership and Participation

- Develop and implement initiatives that enhance membership and participation
- Enhance awareness of triathlon through promotional activities
- Improve the value proposition of TACT and Triathlon Australia membership
- Enhance systems and processes to improve service delivery to members
- Enhance communication and collaboration with key stakeholders
- Oversee the development of participation pathways

Build Partnerships, Grow the Brand and Maximise Commercial Revenue

- Maintain and build partnership across the sport and recreation sector (Government, Health Agencies, Event Organisers, commercial businesses, etc.) in order to advocate for events and facilities/venues
- Enhance marketing and media opportunities for TACT
- Build partnerships with Race Directors through regular and ongoing communication
- Grow and develop business opportunities which have the potential to expand commercial and sponsorship arrangements for TACT

KEY RELATIONSHIPS

- TACT Board (reporting to the TACT Board President)
- TACT Staff (1)

- ACT Clubs, Coaches & Officials
- Race Directors
- Volunteers
- Schools
- Government and non-government stakeholders
- Other Sport Representatives
- Triathlon Australia Staff and Board
- Triathlon State & Territory Staff & Boards
- TACT Corporate Partners, Sponsors & Event Partners

SELECTION CRITERIA

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

Qualifications and Experience

- Business, Sports Management and/or Event management qualifications with senior experience within the sporting or event management industry
- An understanding of the role of member-based organisations and the expectations of participants, members and clubs
- Demonstrated ability to strategically engage a diverse range of stakeholders within a local / national matrix
- Demonstrated organisational and management skills
- Excellent communication (written & oral) and interpersonal skills
- Highly computer literate, with a broad understanding of information technology and its application.
- Financial and budget management experience and understanding
- Understanding of or experience within the not for profit sector
- Working with Vulnerable People Check and Police Clearance

Personal Competency Requirements

- Is able to persuade, convince, challenge and influence others to achieve effectiveness
- Is able to demonstrate vision, introducing long-term plans for TACT; delivers fresh business ideas and eliminates non-added value activities
- Is able to identify and maximise underlying potential to deliver long-term growth in individuals and TACT
- Is able to plan and organise resources and people and prioritise according to demands
- Is able to objectively and systematically analyse problems in order to make the right decisions

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SELECTION CRITERIA - Personal Competencies (Continued...)

- Is able to logically analyse, collate and process complex information in a structured manner, drawing conclusions that enable the best decision to be reached
- Understands and demonstrates that good customer service is paramount to TACT
- Strives for achievement in setting and exceeding TACT standards, demonstrating persistence in the face of obstacles

LOCATION AND TRAVEL

The Executive Director is expected to operate out of the TACT office in King Street, Deakin. The nature of the position will require some domestic travel from time to time to attend scheduled meetings, competitions and events.

HOURS OF WORK

This is a full time position. Office hours are generally 9.00am to 5:00pm weekdays. Due to the nature of the role and the sport industry, working outside of office hours including evenings and weekends will be required to attend meetings, competitions and events during peak times.

Because of the high volume of activity over the competition season, annual leave may not be taken during the peak summer season.

CONTRACT TERM

This position will be offered as an initial 2 year contract, with an option to extend.

REMUNERATION GUIDE

A remuneration package of \$80,000 pa plus superannuation will be available to the successful candidate. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

WEBSITE AND SOCIAL MEDIA

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

Website: triathlon.org.au/State_Associations/ACT/ACT_Home

Facebook: facebook.com/TriathlonACT

Twitter: twitter.com/triathlon_ACT

YouTube: youtube.com/user/TriathlonACT

Instagram: instagram.com/triathlonact

RESIDENCY AND IMMIGRATION

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

TIMELINES

Final interviews and the appointment of the Executive Director, Triathlon ACT are scheduled for November 2020. The successful candidate would be expected to commence duties as soon as possible by negotiation.

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.

Applications Close: 5pm Thursday 29 October, 2020

Preferred Application Format: Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying.

The Application Form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page cover letter 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 via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

ENQUIRIES

In the first instance general enquiries should be directed to Angelique Everett on 0401 659 024 or Lachlan McMurtrie on 0423 383 663 or FREECALL AUSTRALIA 1800 634 388 or +61 2 9555 5000 or via jobs@peoplerecruitmentgroup.com.

The Executive Director, Triathlon ACT search and recruitment process is being managed exclusively by **Sportspeople Recruitment** - a specialist division of People Recruitment Group.