



NSW Squash Limited

CHIEF EXECUTIVE OFFICER

GOAL

To provide leadership and drive in overseeing and coordinating the effective operations and administration of the various functions of NSW Squash Limited.

POSITION DESCRIPTION

DUTIES

- Motivate and manage the paid, contract and voluntary staff (including Committees) so that they make their contribution to the goals of the Business Plan, providing development and training as required.
- Communicate to staff, contractors and volunteers and other stakeholders the decisions of the Board, as appropriate.
- Seek new opportunities for developing the game, promote the game and develop the commercial activities of the organisation.
- Lead the relationships with squash stakeholders in NSW, including centres, clubs, district associations, players and sponsors.
- Lead the relationships with government and other financial and advisory agencies that support Squash NSW.
- Represent Squash NSW in liaison with Squash Australia.
- Lead the marketing activities of Squash NSW, ensuring that all areas of the marketing mix are developed to optimise the potential of the organisation, members and the game as a whole.
- Lead the development activities of Squash NSW, ensuring that all areas of the development mix are developed to optimise the potential of the organisation, members and the game as a whole.
- Implement and apply the Organisational Manual, including legal, copyright, confidential information requirements. Develop the Manual as needed and approved by the Board.
- Ensure all business processes are in place and maintained for the affairs of the company.
- Ensure management systems are in place and maintained in order to capture, retrieve and report on key areas of the company (ie membership, player and clubs etc).
- Administer the company's insurance portfolio.
- Prepare and administer various subcontracts, service agreements and employment agreements to provide services across the company.
- Administer the IT systems and website.
- Source and prepare information for Grant submissions.
- Assist in the preparation of newsletters and other communications from the company.
- Set agendas, prepare Board papers and act as the minute secretary for monthly Board meetings.



SKILLS

Essential attributes

- Experienced in corporate governance, planning and an understanding of the squash/sporting community.
- Excellent communication and customer service skills
- Excellent verbal presentation skills that enable you to articulate effectively and convince others of any initiatives
- Ability to manage and set competing priorities
- Must be competent in the use of Microsoft Office suite of products to an intermediate level
- Ability to write clear and concise reports
- Demonstrate initiative and work independently
- Current Driver's License essential

Behavioural attributes

Personal

- Ability to plan and manage the achievement of daily tasks
- Be reliable
- Demonstrate good time management skills
- Be well groomed at meetings and events when representing Squash NSW
- Have well developed staff management and team building skills
- Ability to negotiate
- Display problem solving techniques
- Take initiative and be self-motivated

Qualifications

Desirable

Business and/or Sport Administration

EMPLOYMENT DETAILS

Employee

Permanent Part Time + Superannuation

Remuneration

To be negotiated (\$35 to \$50 per hour)

Hours of Work

Minimum 15 hour 2 days per week

Location

Sports House Quad 1 Level 2 8 Parkview Drive Sydney Olympic Park NSW 2127