

POSITION DESCRIPTION

POSITION:	Carrara Squash Manager (CSM)
LOCATION:	Carrara Indoor Sports Stadium, Gold Coast
REPORTS TO:	Community Facility Manager, Squash Australia
STAFF MANAGEMENT:	Casual Staff, Volunteers
SALARY PACKAGE:	Structure dependent on experience.

THE ROLE

The CSM is responsible for overseeing the day to day management of the Carrara Squash Facility (CSF). This ideal candidate will have an entrepreneurial mindset which will translate into increased facility utilisation via the delivery of both traditional and non-traditional squash activities. The CSM will also be responsible for driving non-squash 'lifestyle' programming i.e. yoga and other sport/ fitness activity.

The CSM working in close collaboration with other members of the Squash Australia (SA) team to ensure best practice national programming is being delivered and 'Centremark' and 'SportyHQ' are being effectively used to ensure that 'off court' excellence is being achieved.

This position has the potential to be employed as a staff member of SA or as an independent contract. This will depend on the successful applications skillset and background around facility management.

KEY ACCOUNTABILITIES (WHAT DOES SUCCESS LOOK LIKE)

- High levels of facility utilisation.
- High levels of membership & participation – retention and growth
- Excellent customer services – happy members.
- Excellent processes and systems in place.

KEY DELIVERABLES

- 1. Responsible for implementing IT systems and processes**
 - Responsible for implementing and maintaining the online court booking software (Sporty HQ).
 - Responsible for maintaining the affiliation system and CRM (Sporty HQ).
 - Responsible for the website (Sporty HQ) and social media.
 - Responsible for effectively tracking key data i.e. utilisation rates, participation rates etc.
- 2. Staffing**
 - Establish casual staffing needs and engage staff – Court bookings and proshop.
 - Engage local coaches to deliver a range of coach programmes out of CSF.
- 3. National Programmes**
 - Ensure national programmes are delivered out of CSF.
 - Assist in piloting new participation programs.
 - Build relationships with local schools ensuring the delivery of OzSquash
- 4. Competitions / Tournaments**
 - Manage/ coordinate all Pennant teams.
 - Ensure a minimum number of tournaments are delivered out of the facility per year.
 - Ensure delivery of inhouse competitions and tournament.
 - Deliver new and exciting competitive opportunities.
 - Ensure all required affiliation requirements are met.
- 5. Other Programming**
 - Investigate the viability of and implement a range of lifestyle activities.
 - Establish partnerships with potential facility users (sporting bodies and community groups).
- 6. Organisational Excellence**
 - Forecast, report and deliver on financial budgets.
 - Ensure organisational procedures are in place to manage compliance and risk.
 - Ensure stakeholder obligations and expectations are exceeded.
 - Receive and action day-to-day requests as required.
 - Complete monthly reporting.

Key attributes

- Excellent presentation skills
- Excellent problem solving skills
- Be a team player
- Have a relevant degree or equivalent working experience
- Have excellent computer skills especially in Microsoft office products
- Have experience in developing focused commercial offerings
- Provide excellent customer services
- Excellent people and communication skills
- Excellent time management
- An attention to detail
- A valid driving license
- A background in Squash is preferable

Application Process

All applicants are required to send their CV and Cover letter, stating in no more than one page why they should be considered for the role to FACILITIES@SQUASH.ORG.AU by **17 January 2017**.

Interviews for this position will take place between 22-25 January 2018 and will be held either at the Squash Australia office, Sports House, Brisbane or at the Carrara Indoor Sports Stadium, Gold Coast.