



**Chief Executive
Officer**
Rowing NSW

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RECRUITMENT



About Rowing NSW

Rowing New South Wales is a not-for-profit, state sporting organisation responsible for the management and development of the sport of rowing throughout New South Wales. This includes development programs for athletes and coaches as well as the training and accreditation of officials and recruitment of volunteers to assist at NSW regattas, affiliated rowing clubs and schools with rowing programs, and administer rowing activities.

Rowing New South Wales represents these clubs and schools at the state level. Through the club and school system the sport caters for male and female rowers from elite to novice level including disabled athletes and social rowers. Membership of Rowing New South Wales is approximately 5,000 members.

In addition to facilitating the annual programme for club and school hosted regattas, Rowing New South Wales is directly responsible for a number of events including the State Championships, Sprint Championships and State Grade Championships. From these events and selection trials, Rowing New South Wales selects state teams to compete at the National titles. Rowing New South Wales also plays host to the Australian National Championships as these rotate among member states.

Rowing New South Wales has an elected Board of Directors primarily responsible for strategy and governance supported by the Chief Executive Officer, other professional staff and a number of specific Commissions.

The quantum of total operating revenue for Rowing New South Wales, excluding the High Performance Program, is between \$1- \$1.5 million per annum.

Strategic Plan

The Board is committed to ensuring Rowing prospers at all levels within NSW including a large participant base, continual outstanding performances, commercial excellence, and a strong service culture supported by a robust infrastructure. Rowing New South Wales is presently operating under the 2021-2024 Strategic Plan which is periodically reviewed and updated. The CEO, along with other stakeholders, is responsible for implementation of the Plan against agreed measures and to lead the strategic planning process.



- **Lead all operational aspects of the sport of rowing in New South Wales**
- **Develop, implement and monitor the Strategic Plan**
- **Build a culture of passion, achievement, respect, teamwork and integrity**
- **Olympic sport with membership, participation and growth focus**

Chief Executive Officer

This is a hands-on role, responsible for leading all operational aspects of the sport of rowing in New South Wales while achieving the operating plan targets and delivering the strategic objectives of the organisation. As Chief Executive Officer you will be tasked with engaging the rowing community, building membership capacity and managing stakeholder relationships, while running the day-to-day business operations of this sport.

The role also presents good opportunity for involvement in event management with some of the largest rowing regattas in Australia being staged annually at Sydney's world class International Regatta Centre.

Working closely with the Board, you will have the opportunity to build on the achievements of recent years supported by a dedicated team of professional staff and highly committed volunteer commissions as you refine and implement the strategic vision for Rowing in New South Wales.

To be considered for this challenging role you will need to be a contemporary manager who demonstrates strength and experience across the core functional responsibilities of leadership, relationship management, customer service, financial accountability and commercial management. You may already have experience as a Chief Executive Officer in a like-sized organisation or be ready for the step into this leadership role.



Key Duties

Leadership:

Provide strong, effective leadership and direction to the Rowing New South Wales family of stakeholders and the sport of rowing generally throughout NSW to ensure future development and promotion through well executed commercial, sport and event related programs.

Management:

Assume the overall responsibility for the management of the day-to-day operations of Rowing New South Wales, including all the human and financial resources, driving and developing the business consistent with the agreed strategic direction.

Planning and Policy:

In conjunction with the Board of Directors, staff, Committees and membership, further develop and implement a corporate vision for Rowing New South Wales to achieve the stated goals and aims across the whole-of-business.

Revenue:

Develop stable and diverse revenue streams underpinning the delivery of rowing programs, services and activities in New South Wales.

Financial:

Develop the annual operating budget and manage the operations in accordance with the agreed goals in order to ensure the ongoing financial integrity of the organisation.

Promotion and Marketing:

Ensure the optimal development and promotion of all Rowing New South Wales activities, services and programmes while building the profile of the association through strong brand and communication programmes and robust marketing alliances.

Representation and Relationships:

Provide effective and active representation of Rowing New South Wales at all levels. Develop and enhance relationships with the association's stakeholder family.

Grow the Sport:

Implement strategies and practices to grow the participant base throughout NSW and provide pathways for athletes, coaches, officials and administrators of all ages, genders and cultures throughout the State.

Customer Service:

Build the association's reputation as a first-class service organisation, driving and developing a service culture across the organisation as a whole.

Event Management:

In conjunction with various support committees, manage the delivery of rowing regattas in New South Wales, including State and National Championships.

Workplace:

Implement, manage and monitor appropriate workplace, safety and health practices and policies contributing to a zero harm safety culture across Rowing New South Wales, its members and events.

Key Performance Indicators

The Board has set a number of KPIs for the Chief Executive Officer to include:

- Financial performance to projections and plans
- Timely and accurate presentation of reports, papers and minutes
- Effective management of the corporate calendar
- Clear and concise direction for planning and communication
- Regatta management success
- Membership growth
- Safe work and event practices
- Relationship management with key stakeholders
- Effective club management and communication
- Relationships with Rowing Australia & State Associations
- Relationship with NSWIS
- Relationship with NSW Roads & Waterways

Issues and Challenges

Major issues and challenges faced by the position include the following:

- Working with a diverse group of stakeholders with varying levels of human and financial resources to apply to State based programs.
- Maintaining a sound working relationship with all external funding agencies, specifically the NSW Office of Sport.
- Maintain regular productive relationships with the stakeholder family and provide services to meet their needs while managing available resources within budget parameters.
- Maintaining a robust and positive relationship with Rowing Australia, other State Rowing Associations, the NSW Institute of Sport, and Roads and Waterways as keystakeholders.

Key Relationships

Reports to: Rowing NSW Board of Directors, through close liaison with President

Manages (direct reports):

- Sport Development Officer
- Regatta Operations Manager
- Event and Volunteer Manager
- Membership Engagement Coordinator
- External/Outsourced Finance Manager

External Relationships:

- Rowing Australia
- NSW Institute of Sport
- Member Clubs and Schools
- NSW Roads and Waterways
- NSW Office of Sport
- Key Local and State Government Agencies
- other State Rowing Associations
- Sponsors and commercial partners

Selection Criteria

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

- Strong, effective leadership skills with the ability to inspire others to achieve the identified strategic objectives of Rowing New South Wales.
- The ability to effectively manage complex and competing priorities, within an often dynamic and changing work environment.
- A successful record of achievement in the implementation of sport development programs and services designed to provide pathways for athletes, coaches, officials and administrators of all ages,
- Strong marketing skills, with the ability to identify and nurture commercial and marketing opportunities for Rowing NSW to assist in delivering stable and diverse revenue streams.
- A keen perception and the ability to relate to people at all levels while positively influencing the working relationships with the Rowing NSW stakeholder family.
- A practitioner of modern business practices, with the capacity to think, plan and prioritise at the strategic level; the ability to grow an organisation through steady and continuous improvement against established performance objectives.
- Superior presentation and communication skills, a strong personal presence and the ability to act as the public “figurehead” of Rowing NSW.

- Experience in developing and implementing whole of business strategic plans.
- Evidence of effective time management skills.
- Solid financial acumen, including the capacity to interpret and report financial accounts.
- Experience working with and alongside volunteers and an ability to harness specialist knowledge.
- Experience in dealing with government agencies including State and / or Local Government, particularly in development funding and participation pathways and structure.
- Strong computer skills with demonstrated ability to use Microsoft Office products including Word, Excel and Outlook or similar products.
- Willingness to work weekends and non-traditional hours as required.
- An empathy with or experiences of the sport of rowing.
- Relevant tertiary qualifications in sport management and/or business management will be highly regarded.
- Satisfactory Working with Children Check

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

Hours of Work

This is a Full Time position. Due to the nature of the sport industry, evening and weekend work will be required on a regular basis; therefore, the CEO may have to structure the working week around this requirement.

Meetings

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

- Rowing NSW Board meetings, generally once per month
- Rowing NSW Annual General Meeting
- Pathways Performance Management Group meetings with NSWIS
- Rowing Australia AGM [mid-year] and Strategic Forums
- Technical Committee and Stakeholder meetings, as required
- Various sponsor and position related meetings/forums, as required.

Location and Travel

The position will be based at the Rowing New South Wales office located in Balmain East, Sydney. Car parking is available on-site.

Some travel within NSW will be required to time to attend scheduled meetings and events.

Remuneration Guide

An attractive market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations to ensure they are in line with the remuneration banding developed for the role.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Timelines

Final interviews and the appointment of the Chief Executive Officer, Rowing New South Wales are scheduled for October, 2022.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

Website & Social Media

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

Rowing NSW website: rowingnsw.asn.au

Facebook: facebook.com/rowing.nsw

Instagram: instagram.com/rowingnsw

Twitter: twitter.com/rowingnsw



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. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close: 5pm Tuesday 4 October, 2022

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying. The 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 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 via the “apply now” link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via jobs@peoplerecruitmentgroup.com.

About Sportspeople Recruitment

The Chief Executive Officer, Rowing New South Wales search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 26 years in 2022 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Rowing NSW as the exclusive search partner for the Chief Executive Officer position - our 239th Chief Executive Officer search.

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