



**Chief Executive  
Officer**

**Rowing Victoria**

**SPORTSPEOPLE**  
RECRUITMENT



- **Lead and grow one of Victoria's great Olympic sports**
- **Key strategic and operational leadership role**
- **Stakeholder engagement and commercial growth focus**

## About Rowing Victoria

As the peak body for rowing in Victoria, Rowing Victoria (RV) represents the best interests of over 9,000 individual athletes, coaches, officials and volunteers by supporting and working collaboratively with 47 member clubs and 50 member schools in order to provide rowing for all ages and abilities in an engaging, welcoming and safe manner. The RV Vision is "Victorians enjoying rowing for life".

In addition to facilitating the busy annual program for club and school hosted regattas, RV hosts a number of events including Open and Masters State Championships. With support from the Victorian Institute of Sport (VIS), RV runs a successful high performance pathways program and selects state teams to compete at National Championships. National events rotate among member states and are hosted by RV on occasion.

RV is governed by a Board of seven who are supported by a number of volunteer commissions and committees, and a professional staff of seven who operate out of the RV office at Lakeside Stadium in Albert Park.

The organisation is in the final stages of a strategic cycle (2022-2025) delivering the mission "to be a leading, sustainable rowing organisation for community and performance" through four key pillars:

1. Strengthen and support clubs, schools and the community
2. Lead and influence better outcomes for rowing in Victoria
3. Deliver highly regarded events, services and programs through effective and efficient operations
4. Foster strategic partnerships to grow and diversify funding for the sport

*"We're looking for a strategic and ambitious leader to  
elevate Rowing Victoria to the next level"*

Deborah Spring - President





# Chief Executive Officer

Reporting to the Board, through the President, the CEO is the voice of the sport of rowing in Victoria, providing leadership, direction and overall management of RV activities and services in accordance with the strategic plan. The CEO manages all resources of RV including staff and volunteers.

As a dynamic and ambitious leader, the CEO will drive the elevation of the organisation, working in collaboration with the Board to refine operations, vision and strategy whilst inspiring the rowing community, RV staff, volunteers and stakeholders through a unified journey of change and improvement to better meet the needs of the membership.

To be considered for this role you will be an expert communicator, with the ability to swiftly build credibility to engage and develop lasting, positive relationships with member clubs and schools, and a diverse range of other key stakeholders including Rowing Australia, State Government, VIS, suppliers, partners, sporting agencies, the media and volunteers.

The successful candidate will have a proven track record in managing and growing like-sized businesses, budgets and resources, with an ability to manage the day-to-day business operations and priorities, whilst maintaining a focus on the long term strategic priorities of RV.

Your commercial acumen will be matched by your skill in identifying and capitalising on revenue generating opportunities with government agencies and partnerships with brands, whilst your financial acumen will successfully deliver against strategic and operational objectives.

You may already have experience as a CEO or be ready for the step into this key leadership role. Regardless, you will require exceptional well-developed interpersonal skills, including effective upward communication to the Board. A thorough understanding of managing complex relationships is required to understand intuitively the leadership of diverse stakeholder groups.

Whilst a background in rowing is not required, an understanding of sport administration at the state, community and/or school level would be looked upon favourably.

This is an exciting opportunity to drive the growth and success of an established Olympic sport at state level as it moves into a new strategic cycle.



# Key Responsibilities

## Administration

Assume overall responsibility for the management of the day-to-day operations of RV and an empowered and engaged team. Provide leadership and direction to staff, volunteers, committees and membership of RV.

## Planning and Policy

In conjunction with the Board, initiate, develop and implement strategy and policy matters. Continue to implement the 2022-25 Strategic Plan and work with the Board to develop the next Strategic Plan.

## Finance

In accordance with the constitution and approved budgets, manage RV's operations efficiently and profitably.

## Revenue

Develop stable and diverse revenue streams underpinning the delivery of rowing programs, services and activities in Victoria. Identify and capitalise on revenue generating opportunities with government agencies and partnerships with brands.

## Governance

Build an effective, transparent and collaborative relationship with the Board, in particular the President. Provide accurate and timely reports for Board meetings including effective upward communication. Ensure the Board is appropriately and adequately informed with the information necessary to fulfil its governance responsibilities and accountabilities in line with the RV Rules, Constitution and legal obligations.

## Competition

Coordinate the process for the overall schedule of regattas and events including development and continual review of competition structures, practice, policy and procedures. Work collaboratively with Regatta Organising Committees and other volunteer committees to harness specialist knowledge, including the Competition Commission, Umpires Commission and Masters Commission.

## Sport Development and Growth

Successful management of development programs in accordance with the strategic plan, Board direction and the requirements of funding agencies. Implement strategies and practices to grow the participant base throughout Victoria and provide pathways for athletes, coaches, officials and administrators of all ages, genders, cultures and backgrounds.

## High Performance

Management of the High Performance program in Victoria, including high-level interaction with Sport and Recreation Victoria, the Victorian Institute of Sport and Rowing Australia.

## Membership Services

Drive and develop a first-class service culture across the organisation. Understand the needs of participants whether competitors or member clubs and schools and respond with creative initiatives that meet those needs whilst also developing the sport of rowing in Victoria. These include training and education programs, risk management and safety.

## Media and Communication

Develop and implement a media plan that lifts the public image of the sport of rowing in Victoria in a way that new membership flows to member clubs whilst building the profile and brand of RV. This may include major news channels and media material and support for clubs/schools at the local level and maintenance of RV's website.

## Major Projects

Contribute to and develop the major event portfolio of RV. Work with relevant stakeholders and funders to support rowing competition venues across the state. Create opportunities for members to participate in emerging formats (i.e. coastal rowing).

## Representation and Stakeholder Relationships

Provide effective and active representation of RV at all levels. Develop and enhance relationships with the stakeholders. Establish and manage specifically focused business and government agency relationships that support the strategic and business aspirations of RV. A selective approach is required to ensure that time and effort is expended only on added value relationships.

## Risk Management and Compliance

Ensure relevant member protection and child safety processes are implemented throughout the state, in line with the National Integrity Framework and State Government guidelines. Ensure safety and risk mitigation controls are in place and implemented. Manage the complaints process in line with Rowing Australia Policies.



## Key Relationships

### Reports to:

- Rowing Victoria Board of Directors, through the President

### Direct Reports:

- State Talent Pathway Head Coach
- State Development & Pathway Coordinator
- Regatta Operations and Services Coordinator
- Event Coordinator
- Communications & Member Engagement Coordinator
- Finance Officer
- RV Commissions

### Major interactions:

- Member Clubs and Schools
- Rowing Australia
- Department of Sport and Recreation
- Victorian Institute of Sport
- Key Local and State Government Agencies and Councils
- Other State Rowing Associations
- Sponsors and commercial partners

## Performance Measurement

During the contract term, the CEO'S performance will primarily be measured against the outcomes sought by the successful implementation of the strategic plan but also effective internal and external stakeholder management and financial management. KPI's for this role include the items that follow, articulated and refined on a regular basis to ensure continual delivery of the Strategic Plan:

- Efficient administration and financial management
- Drive the growth of participation in rowing throughout Victoria
- Maintain an empowered and engaged team of staff including on-going development
- Management of volunteer programs
- Engagement and respect with clubs, schools and key stakeholders, internal and external to rowing
- Achievement of successful outcomes with government agencies and Councils
- Growth in outcomes with commercial partners
- Achievement of agreed outcomes for regattas and events
- Innovative solutions introduced to the sport, agreed and implemented
- Achievement of specific objectives, on time, on budget and percentage complete

As with all RV staff, performance reviews will be conducted annually and will include peer and stakeholder feedback.





# 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:

## Qualifications and Experience

- Tertiary qualifications and/or demonstrated experience in sport, business management or related discipline
- Strong experience in an executive management position, ideally in a not-for-profit, membership or sport environment
- Demonstrated high level experience in administrative requirements, including information management, resource allocation, reporting and policy implementation
- Experience in developing and implementing whole of business strategic plans
- Current Working with Children Check
- Current drivers' licence and own reliable vehicle

## Knowledge and Skills

- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the rowing community, including the ability to have difficult conversations and guide stakeholders through a journey when representing RV's position
- Capacity to effectively manage human, financial and physical resources to deliver high quality outcomes
- Solid financial acumen, including budget management and the capacity to interpret and report on financial accounts

- Ability to deal with government agencies including State and/or Local Government, particularly in development, event and infrastructure funding
- Strong marketing skills, with the ability to identify and nurture commercial and marketing opportunities to assist in delivering stable and diverse revenue streams
- Demonstrated ability to work with the Board to provide strategic leadership, direction, and expertise
- Ability effectively manage complex and competing priorities, within an often dynamic and changing work environment
- Ability to follow up and see projects through to their end
- Capacity to use strategic thinking and analytical skills to contribute to achieving strategic goals
- Maintain a positive attitude and promotion of one's self and the organisation
- Highly organised with the ability to work autonomously
- Demonstrated capacity to continually evoke a positive, values based organisational culture
- Capacity to engage and work alongside volunteers and an ability to harness specialist knowledge
- A strong understanding of technology and its ongoing adaptation into sports administration
- An understanding of event and risk management
- A hands-on understanding of sport at the community and/or school level
- Willingness to work weekends and non-traditional hours as required



## Hours of Work

This is a Full Time position. Due to the nature of the role and the sport industry, evening and weekend work will be required to attend after-hours meetings and weekend rowing events / regattas.

## Location and Travel

The position is based at the Rowing Victoria office at Lakeside Stadium in Albert Park, Victoria. Travel throughout Victoria (and some interstate travel) will be required to attend various meetings, competitions 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 welcome to discuss their salary expectations with Sportspeople Recruitment prior to applying.

## 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 Chief Executive Officer, Rowing Victoria are scheduled for April 2024.

The successful candidate would be expected to commence duties as soon as possible, negotiable depending on notice periods and general availability.

## Website & Social Media

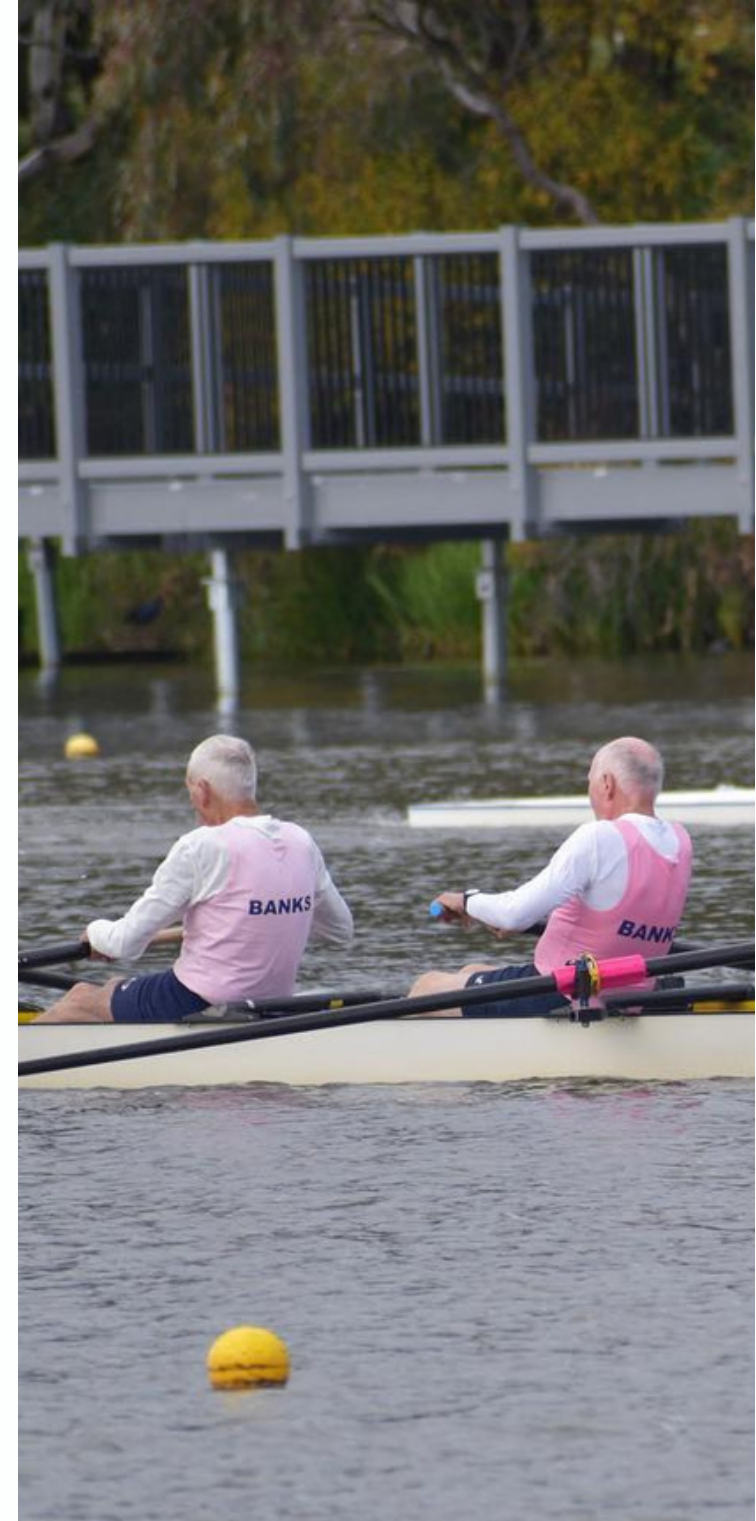
For more information and news items on all facets of activities, services and programs, visit:

Rowing Victoria website: [rowingvictoria.asn.au](http://rowingvictoria.asn.au)

Facebook: [facebook.com/RowingVictoria](https://facebook.com/RowingVictoria)

Twitter: [twitter.com/RowingVictoria](https://twitter.com/RowingVictoria)

Instagram: [instagram.com/rowing\\_victoria](https://instagram.com/rowing_victoria)





## 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 Sunday 14 April, 2024.

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](https://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 [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Chief Executive Officer, Rowing Victoria 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 28 years in 2024 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 Victoria as the exclusive search partner for the Chief Executive Officer position - our 253rd Chief Executive Officer search.

## Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. [Believe in yourself](#) and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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