



# State Operations Manager - Northern Territory

## Softball Australia

**SPORTSPEOPLE**  
RECRUITMENT





- **Champion the sport of softball throughout the NT**
- **Drive strategy to deliver and grow participation and competition opportunities across the NT**
- **Full Time or Part Time role based in Darwin**
- **Initial 12 month contract**
- **\$80,000 pa plus super, plus motor vehicle**

## About Softball Australia

Softball Australia (SA) is a National Sporting Organisation with six affiliated member States and two Territories across the country with four being directly under one management including, the ACT, Northern Territory, South Australia and Victoria. There are over 23,000 members and over 100K+ players, coaches, umpires and volunteers in Australia ranging from grassroots through to the elite talent pathway. SA exists for members and to govern the sport to ensure safe, inclusive, and respectful environments at all levels.

Once recognised by the Northern Territory Government as the sport of choice for Indigenous women in remote communities, softball is one of the most geographically dispersed sports, played from one end of the Territory to the other. There is now a renewed focus to rebuild participation across the state at every level across all demographics.

SA has recently launched its new five-year strategic plan 2023-2028 with a vision that softball is for everybody and inspiring heroes on the world stage. The SA purpose is to promote and develop a thriving and attractive national sport that builds friendships, community, and elite skills to successfully compete. "We do well, we do good, and we have fun!"

The new strategy has four key priorities of People, Play, Promote and Perform. SA's values include: Unified, Respect, Creative & Brave and Fun. Whilst continuing to inverse and grow the grassroots participation strategy, SA is also preparing for two World Cup campaigns in 2024, and 2028 Los Angeles Olympics.



# State Operations Manager - NT

Reporting to the SA's General Manager - Game Development, the State Operations Manager - Northern Territory is a key leadership position for SA and is responsible for the strategic delivery and growth of softball in the Northern Territory. The role will collaborate with and support the Softball Northern Territory (SNT) Board as well as developing key stakeholder relationships with the NT Government, School Sports NT, affiliated and non-affiliated associations, and grass roots softball clubs and players across the NT.

The State Operations Manager NT will champion the sport of softball at all levels, at every opportunity. The role will collaborate with the SNT Board, SA Executive Leadership Team, and SA staff to drive strategic objectives and achieve performance measures in line with SA's and SNT's strategic plan, annual plan, and budget.

No two days will be the same in this role! This is a unique challenge to re-launch a sport, identifying innovative ways to "make softball happen" such as modified formats, drop-in sessions, t-ball and social games to grow participation at grassroots level, in schools, and both men's and women's competitions.

The successful candidate will demonstrate superior leadership and relationship management; with an honest, upfront, cohesive, and collaborative management style. A proven background in engaging and influencing people is essential, with advanced communication and negotiation skills. You will need the maturity to lead participation staff, contractors, volunteers, and stakeholders along with strong commercial/business acumen. You should be able to work cross-culturally and find innovative ways to achieve shared outcomes for Softball Australia and the NT softball community

A strong understanding of the NT sport landscape (including community and school level) and a good knowledge of the principles of sport or program development will set you up for success. Candidates must be able to work independently with the ability to think creatively and implement marketing strategies for the growth of programs. You will have the agility to successfully navigate both the strategic and operational, with an appetite and desire to get your hands dirty in the day-to-day activities of growing the sport. No job too big or too small. A 'get the job done' mentality! Whilst an understanding or passion for softball would be ideal, more important is an ability to engage and harness the community through a journey of growth.

This exciting role will suit a driven, resilient individual seeking a fantastic career opportunity and challenge. As the role works closely with the Game Development and Marketing teams at Softball Australia, this is a rare opportunity to be exposed to National initiatives and expertise, with the potential to grow into other development areas.

If you have the energy, passion and fresh ideas to build participation across the state, drive change and make a significant contribution to softball across the Territory, this could be the role for you!





# Key Result Areas and Responsibilities

## Participation, Membership & Programs

- Develop and maintain a participation & membership heat map to identify requirements to increase and improve participation and provide the necessary resources to achieve growth of softball in NT
- Grow participation programs including Home Run Heroes (HRH), grow junior and senior playing membership and community coaches, umpires, scorers and volunteers
- Continue to foster partnerships with schools, associations and clubs to ensure the participation pathway and programs are relevant to grow junior grassroots numbers and transition into club participation / memberships
- Assist clubs and member associations to develop and grow their HRH programs and transition kids into club competitions
- Manage the ASC Sporting Schools program (SSP) with support from the GM Game Development
- Distribute SSP portal enquiries / bookings to relevant regions for coach led programs
- Build strong relationships with contractors and volunteers responsible for the delivery of the SSP across NT
- Provide timely and accurate monthly and quarterly participation and membership reports to the GMGD as part of the SA National Participation Plan and the Australian Sports Commission and NT Government funding requirements
- In conjunction with the GMGD, present monthly reports to the SNT Board

## Financial Management

- In conjunction with the GMGD, develop SNT's annual budget in line with SA's annual business plan
- Monitor financial performance against the approved budget and respond accordingly
- Provide financial analysis and commentary on monthly performance to the GMGD and the GM - Corporate Services (GMCS) in preparation for the monthly SA and SNT Board reporting requirements
- Diversify and develop new alternative revenue opportunities whilst improving current revenue streams including sponsorship, funding/grants and other softball programs
- Manage SNT's stock on hand and ensure equipment and stock availability is up to date
- Work with SA and the supply chain partner to ensure participant packs are being sent and member queries are being responded to in a timely manner

## People & Culture

- In collaboration with the GMGD, develop, set, monitor and review individual contractor or volunteer plans in line with SA/SNT annual business plan and KPIs to achieve SA strategic objectives
- Line-manage and provide day-to-day contractors and volunteers
- Ensure all contractors and volunteer qualifications are up to date, training and inductions are completed and monitored
- In line with Softball Australia's GM Game Development, develop an annual training plan for staff and volunteers

## Stakeholders

- Meet and provide relevant funding reports to the NT Government
- Provide the SNT board with all relevant stakeholder meetings to ensure maximum engagement and representation from all board members
- Oversee the direction and operations of volunteer committees
- Actively build relationships with affiliated and non-affiliated member associations and provide support to facilitate membership growth
- Manage member enquiries and provide a high level of service to stakeholders in relation to accreditation and reaccreditation processes for coaches, umpires and scorers
- Manage the reporting requirements of coach, umpire and scorer data at NT level
- Manage the successful operations of NT Softball including the office, general enquiries
- Oversee the planning and delivery of forums and educational opportunities for affiliated members to be informed and share information (eg. State Participation Forum)



## Key Responsibilities (continued...)

### Marketing and Events

- In conjunction with the GM Game Development and National Marketing & Growth Manager, develop the annual marketing plan for SNT
- Develop relevant participation programs to be delivered by Participation coordinators, contractors and volunteers workforce including in regional and remote locations across the NT

### Risk Management

- Responsible for the oversight and governance of volunteer committees and working groups, inclusive of providing direction and operations
- Ensure Child safeguarding measures are in line with SA's policies and applicable legislation
- Be a member of SA Occupational Health and Safety (OH & S) Committee
- Manage the local SNT OH&S Committee
- Review the annual SNT risk matrix and make recommendations for continuous improvement
- Oversee the management and upkeep of relevant NT Softball Facilities

## 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:

- Experience in developing and implementing participation and development programs in sport, leisure, recreation or similar
- Strong ability to influence, build and improve relationships with a range of stakeholders
- High level advocacy experience with Government and key stakeholders
- Proven ability to successfully engage with a volunteer Board of Directors
- Strong financial and business acumen with experience managing budgets of under \$1M
- Proven ability to bring confidence to key stakeholders in the decision making process
- Strong leadership ability and proven ability to create a positive culture of challenge, support and collaboration
- High level organisation and project and task management skills
- Working knowledge of Microsoft Office and ability to use technology to improve performance
- Current Working with Children Check
- Senior First Aid & CPR
- Relevant qualifications in Sports Administration or equivalent (desirable)

### Personal attributes

- Strong interpersonal and communication skills
- The ability to think outside the box and come up with new and creative ideas
- Self-motivated, enthusiastic, and disciplined
- Strong attention to detail, accuracy and pride in your work
- Ability to work under pressure and to plan, prioritise and organise to meet deadlines
- Ability to deal with people at all levels in the organisation, with stakeholders and the softball community
- Willingness and ability to work outside normal business hours when required
- Willingness to travel to remote and regional areas across the NT
- Commitment to Softball Australia's values

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



## Remuneration Guide

A remuneration package of \$80,000 pa plus superannuation plus a fully maintained motor vehicle 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.

## Hours of Work

Due to the seniority of this position and the level of remuneration on offer, this position will be offered on a part-time basis (minimum 28-32 hours per week). There is also an opportunity of full time employment for a less experienced candidate who meets the minimum requirements of the role.

Some flexibility on working hours will be available. Due to the nature of the position, some after hours and weekend work will be required from time to time to attend meetings, competitions and events.

At the time of applying, candidates are invited to indicate their desired working hours.

## Contract Term

This role will be offered as a contract position for an initial 12 month period, following which may be renewed (on either a full time or part time basis) subject to funding.

## Location

This position is based in Darwin, either working from a home/remote office and/or at the Softball NT office in the Tracy Village Sporting Complex. Travel across the Territory to attend programs, competitions and events will be required from time to time. This includes to regional and remote locations that involve outback driving and flying in small aircrafts.

Darwin is a city that's all about liveability, with a country town lifestyle and all the big city advantages. It is beautiful, warm, close to nature, and with no traffic it only takes 5-10 minutes to get anywhere!

## Timelines

Final interviews and the appointment of this role are scheduled for early June 2024.

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:

Softball Australia website: [softball.org.au](https://softball.org.au)

Softball NT website: [nt.softball.org.au](https://nt.softball.org.au)

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

X: [x.com/SoftballOz](https://x.com/SoftballOz)

Instagram: [instagram.com/softballaustralia](https://instagram.com/softballaustralia)





## 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.**

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 **Angelique Everett** on **0401 659 024** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The State Operations Manager Manager NT, Softball Australia search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a globally connected, executive search and recruitment firm servicing sport business. Celebrating 28 years in 2024, our curated Global Talent Network has been developed from 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 Softball Australia as the exclusive search partner for the State Operations Manager - Northern Territory position.

## 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.



