



General Manager Masters Swimming Australia

SPORTSPEOPLE
RECRUITMENT



- **Lead and grow an evolving National Sporting Organisation**
- **Hands-on operations and stakeholder management focus**
- **Albert Park, Melbourne based (preferred), hybrid workplace**

About Masters Swimming Australia

Masters Swimming Australia (MSA) is the peak body and National Sports Organisation for adult swimmers aged 18 and above. MSA is affiliated with Swimming Australia (SA) and World Aquatics, the international aquatics body.

With the motto “Swimming, for life”, MSA works to encourage all adults, regardless of ability, to swim regularly and compete in order to promote fitness and improve their general wellbeing.

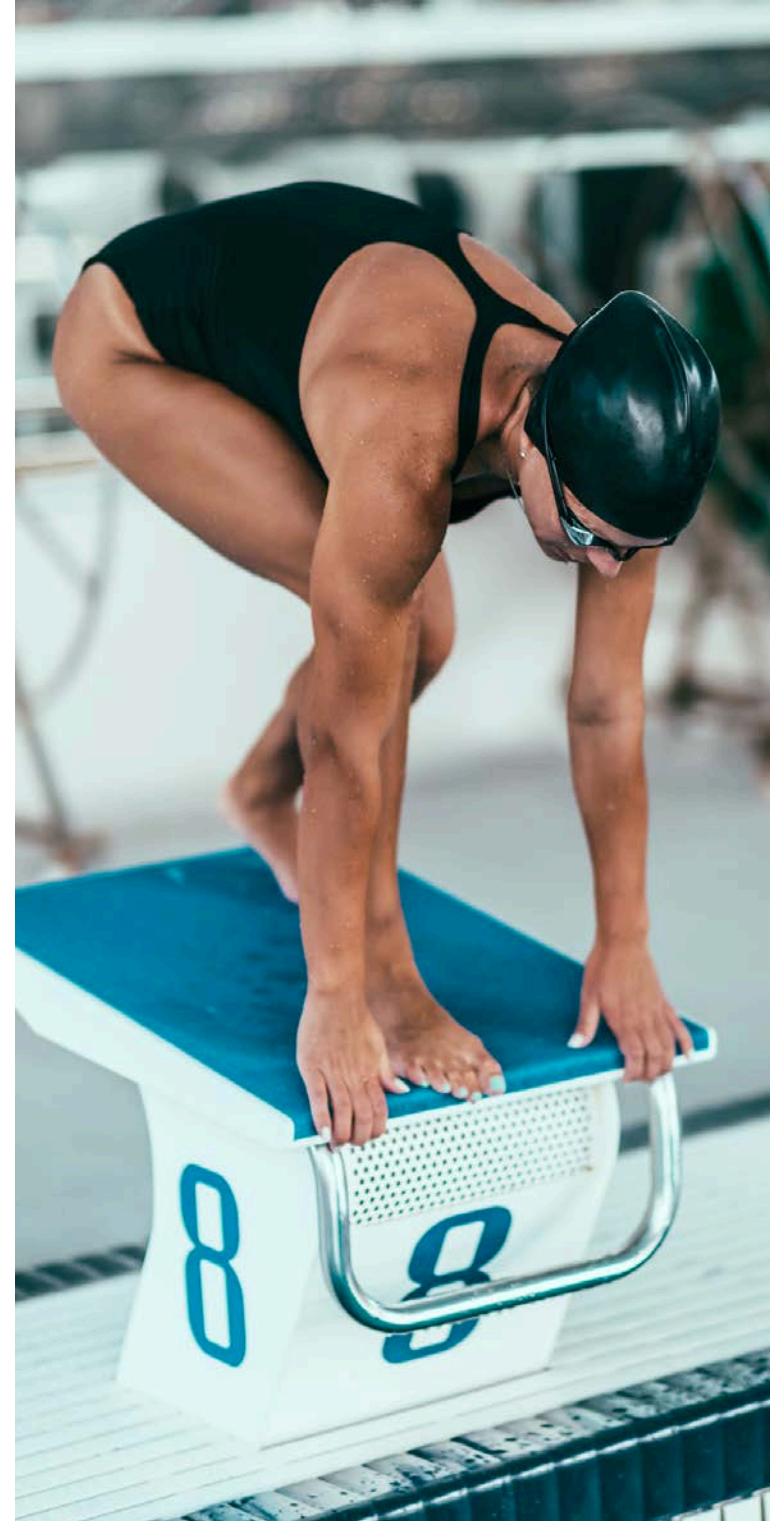
There are approximately 7,000 members across 200 clubs located throughout the seven state and territory member bodies within Australia. Individual swimming members join Masters-affiliated swimming clubs. MSA offers technical courses for officials and coaching courses and clinics for coaches.

MSA manages and promotes a number of programs each year designed to encourage active participation in swimming from beginner to advanced level. MSA also hosts and participates in a number of national and international competition events each year.

This is an exciting time to join the organisation. In 2024 MSA adopted a new Constitution, expanding the role and remit of the organisation, and revised their Strategic Plan. The Board, comprising of the President and five other elected Directors, is responsible for the governance and overall direction of the organisation.

The Board is supported by a General Manager, an Operations and Membership Manager and other contracted, part-time staff, who are collectively responsible for the day-to-day running of the organisation.

The MSA office is co-located with Swimming Australia at the Melbourne Sports and Aquatic Centre (MSAC), in the heart of the Melbourne sporting precinct.



General Manager

Reporting to the Board via the President, the General Manager implements and oversees the policies, operations and services of Masters Swimming Australia.

This is a very hands-on role, responsible for working with Masters Swimming Australia and its members, while implementing strategic and operational plans of the organisation as a whole. As General Manager you will be tasked with implementing the strategic plan, building membership, engaging the masters swimming community and managing stakeholder relationships whilst running the day to day business operations of the national office.

Working closely with the Board, you will have the opportunity to demonstrate your leadership skills and share in achieving and developing the future vision of a national organisation.

To be considered for this role you will need strong management and administrative skills with the ability to engage, influence and develop lasting, positive relationships with the stakeholder family. You will be thorough, accurate and timely in your work and capable of managing a range of tasks and duties in this small national office. You will have a good understanding of and experiences in identifying and creating sustainable commercial partnerships and opportunities.

This role provides opportunity to lead and grow an evolving sporting organisation and would suit a candidate who has previous general management/CEO experiences or ready for the next career step from a senior operations management role. A background in swimming is not required, however experiences from within a not-for-profit, membership and/or federated sporting organisation would be looked upon favourably.

If you are looking for an exciting new challenge in your career then apply now!



Key Responsibilities

The key responsibility of the General Manager is to deliver initiatives to support delivery of the strategic objectives of Masters Swimming Australia.

Commercial

- Manage existing partnerships, strategic alliances, sponsorship and funding at the national level
- Source new partnerships, strategic alliances, sponsorships, grants and funding opportunities in support of MSA's strategic objectives

Stakeholder Management

- Coordinate the activities of the Board
- Liaise with key external organisations (e.g. Swimming Australia, World Aquatics, Swim Coaches and Teachers Australia and AUSTSWIM) on relevant matters as required

Planning

- In conjunction with the Board, develop strategic objectives, an annual operating plan and organisation policies

Marketing

- Manage and grow the presence, reach and influence of the MSA brand

Programs and Services

- Oversee the administration of all programs provided by MSA, including the National Championships, Australian Masters Games swimming events, Swim Series, Vorgee E1000, Vorgee Million Metres and others as developed
- Seek grant opportunities and applying as appropriate

Financial

- Together with the Finance Director, engage with Swimming Australia in the preparation, monitoring and management of MSA financial matters, including the annual budget.

Human Resources

- Manage the recruitment, induction and review processes and procedures of new and existing staff
- Develop and maintain a healthy team environment

Administration

- Oversee the governance of the organisation
- Oversee the use of MSA branding
- Regular liaison with National Committee Chairs for updates and advice relevant to committee's area of expertise
- Manage fee for service relationships with Swimming Australia (IT, finance etc)
- Ex-officio on national committee meetings (as required)
- Compile and distribute circulars and memos
- Oversee the production of the MSA Annual Report
- Assist with the implementation of Special Projects (Coaching, IT upgrades etc.) as required
- Comply with Consumer Affairs Victoria statutory requirements

Human Resources

- Manage the recruitment, induction and review processes and procedures of new and existing staff
- Develop and maintain a healthy team environment

Key Relationships

Reports to: Board via the President

Internal

- Board
- Consultants, contracted and other staff
- National committees
- Members and their administrative staff

External

- Swimming Australia
- World Aquatics
- Swim Teachers and Coaches Australia
- AUSTSWIM
- Sponsors and commercial partners
- Government and grant funding organisations

Meetings

As a guide only, the General Manager is required to attend the following:

- Board meetings (every six weeks)
- Annual General Meeting (annually)
- National Committee meetings (as required)
- Club and event pre and debrief meetings (as required)

Meetings will often take place outside regular working hours, and there may be other times when the role will require irregular hours. The Board will work with the successful candidate to support effective work/life balance.

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:

- Previous management experience, preferably within a sporting environment
- Excellent interpersonal, influencing, negotiation and communication skills
- Development and implementation of strategic and operational plans
- Sound understanding of governance principles and financial literacy including assisting in the preparation of, and working within a budget
- Staff management experience

Highly desirable:

- Experience working within a membership based and/or profit for purpose organisation
- Knowledge and/or experience of the federated National Sport Organisation structure
- Experience in working with a volunteer Board

Residency and Immigration

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

Hours of Work

Masters Swimming Australia offers a flexible working environment. This position is a full time role. Due to the nature of the position and the sport industry, some evening and weekend work will be required from time to time to attend meetings and events.

Location and Travel

This position is preferably based at the Masters Swimming Australia office at the Melbourne Sports and Aquatic Centre (MSAC) in Albert Park, co-located with Swimming Australia.

Candidates located outside of Melbourne will be considered based on merit.

Interstate travel may be required from time to time to attend 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.

Olympics/Paralympics - EOI

Should your attendance at the Olympic and/or Paralympic Games impede your ability to prepare a comprehensive application for this position, you are welcome to submit a formal Expression of Interest before the advertised close date via email to admin@sportspeoplerecruitment.com in order to be considered for this role.

Timelines

First round shortlist interviews (late July) will likely be held online, accommodating candidates regardless of location.

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

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

Website & Social Media

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

MSA website: mastersswimming.org.au

Facebook: facebook.com/MastersSwimmingAus

X/Twitter: twitter.com/MastersSwimAus

Instagram: instagram.com/mastersswimaus

YouTube: youtube.com/user/MastersSwimAus

Linkedin: linkedin.com/company/masters-swimming-australia

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 early if sufficient merit applications are received.

Applications Close: 5pm Wednesday 10 July, 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

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.

About Sportspeople Recruitment

The General Manager, Masters Swimming Australia 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 Masters Swimming Australia as the exclusive search partner for the General Manager 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.

Masters Swimming Australia is an Equal Opportunity Employer committed to diversity and social inclusion.





**masters
swimming**
AUSTRALIA

