



Club Manager

Hobsons Bay Yacht Club

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RECRUITMENT



- **Vibrant family oriented sport club**
- **Varied operational management role**
- **Maximise membership engagement**
- **Williamstown bayside location with fantastic views**

About Hobsons Bay Yacht Club

Hobsons Bay Yacht Club (HBYC) is a small family and community oriented sporting club located in the maritime precinct of Williamstown, a suburb near the Melbourne CBD. The primary function of the club is to support members in the on water and social aspects of both racing and cruising of inshore and offshore yachts. The membership profile as at June 2025 is 800 members.

The club has the following facilities in order to support members:

- 106 boat marina
- 24 boat hardstand
- 19 swing moorings
- Boat maintenance yard and workshop
- Clubhouse with commercial kitchen, bar, lounge and hall
- 14 club boats for training, conducting races and other on water functions
- Slipway
- Lockers
- Dinghy storage

Hobsons Bay Yacht Club conducts a wide range of events for members and their guests including yacht races, training, social events and functions. HBYC has a total equity of approximately \$2.7M, with an annual turnover of approximately \$1.4M, as at 30 Jun 2024.

Responsibility for the oversight of the operations of the club rests with the General Committee and Flag Officers who are elected from and by members each year. There are several Sub-Committees which fulfill other specific functions such as the Sailing Committee (on water events), the House Committee (club assets and facilities) and the Finance Committee (overview of financial operations). These committees are chaired by the elected officers of the club and generally consist of members of the General Committee as well as ordinary members of the club.

With regard to overall operation and management, Hobsons Bay Yacht Club is a volunteer focused club with most of the social and sporting events attended by club members and guests being organised and run by members on a volunteer basis. A key focus of employees of HBYC is the support of volunteer members in conducting these events



Club Manager

The Club Manager has responsibility for the operational management and development of Hobsons Bay Yacht Club Inc. including the day-to-day management of staff, membership and finance.

Major components of the role include the provision of:

- High quality service to HBYC members and the development of community and professional relationships with organisations and individuals outside the club
- Managing the accounting and bookkeeping activities with a high degree of vigilance (Note: The club is reviewing options for outside assistance for some specialist tasks)
- Sound financial management aimed at increasing profitability, financial performance and long term sustainability of the club
- Relationship development/management of stakeholders including contractors, local and state government bodies, community organisations and sponsors
- Implementation of the HBYC Strategic Plan and its objectives
- Staffing, policy and procedures development and training
- Marketing, merchandise and business plan development
- Asset maintenance oversight

To be considered for this role you will have strong management experience ideally within a recreation facility or similar membership / service-based or commercial organisation. Your strategic, financial and commercial acumen will enable you to develop and deliver meaningful and well patronised activities, services and programs to best support HBYC members and maximise the use of the Club facilities in both peak and non-peak periods.

You will be a dynamic and proactive leader with the ability to manage staff, contractors and support volunteers whilst building strong networks and relationships across a diverse range of stakeholders and members.

This is a unique opportunity to lead a vibrant sport club that caters to an important niche in Melbourne's sailing community. A background in sailing or yacht clubs is desirable.



Key Responsibilities

The Club Manager takes overall responsibility for the high level coordination of all activities of HBYC. In order to achieve this, the role is required to:

- Manage the day-to-day issues associated with the provision of services to HBYC members and volunteers
- Oversee the operation of HBYC including the yard, marina and clubhouse including social events, catering, functions and club events. This includes the oversight of management of bar and function activities.
- Manage and report on budget planning and forecast targets, ensuring financial management objectives of HBYC are achieved
- Oversee the daily, weekly and monthly accounting and book keeping activities of the club and liaise with the Club's Accountant and Auditor
- Prepare a Club Manager's monthly report in a timely manner for the review of activities by the General Committee
- Prepare the annual report to the club landlord Parks Victoria
- Ensure compliance with the Constitution and By-laws of HBYC
- Ensure proper governance with regard to all statutory matters including compliance with environmental regulations, WorkCover and occupational health and safety
- Ensure compliance with appropriate policies and procedures of Australian Sailing
- Undertake an annual review of strategic direction in association with the General Committee
- Ensure sponsorship and grant opportunities are taken advantage of, and that the club fulfills all sponsorship and grant obligations

- Manage human resources including hiring, development and training
- Actively foster and develop a range of community and commercial relationships
- Ensure that the policies and procedures of HBYC regarding:
 - Staffing,
 - HR and training,
 - Safety/OH&S/security,
 - IT,
 - Contracted services and resources,all continue to be developed and implemented across HBYC
- Advise on, manage, and ensure compliance with best practice related to the mitigation of risk in the operation of the club
- Liaise with the Member Protection Information officer
- Attend and report at meetings as required

Accountability and Extent of Authorities

The Club Manager will:

- Have a high level of autonomy within delegated levels to manage the day-to-day operations of HBYC
- Liaise directly with the Commodore and officers of the club, and report to the General Committee as required and, at a minimum, to each monthly meeting of the General Committee
- Ensure that the reporting requirements of banks, financial institutions, ATO and other regulatory authorities are met in accordance with set timeframes
- Ensure that safe work processes are established and adhered to and that staff are appropriately trained
- Manage staff and conduct their performance reviews

Organisational Context

The Club Manager is appointed by the General Committee under the authority of the Constitution of Hobsons Bay Yacht Club Inc.

The General Committee comprises 13 members of HBYC elected by the full members and is chaired by the Commodore. The focus of the General Committee is to ensure the club continues to prosper and develop to meet current and future expectations as determined by the members of HBYC.

The HBYC membership base is comprised of members who pay annual and service fees, and also volunteer work in a number of capacities.

The overall objectives of HBYC are:

- Provide competition, cruising, recreational sailing and social opportunities for members and the community.
- Develop and continue to improve the Club's facilities.
- Ensure long term social , environmental and financial stability of the Club.
- Apply sound governance, management, and social inclusion measures.

Organisational Relationships

On a regular basis, the Club Manager liaises with the Commodore and provides monthly reports and information to the General Committee on club operations and activities.

The Club Manager manages:

- 2 (approx.) equivalent full time staff
- 5 (approx.) part time staff
- Up to 16 casual staff plus Instructors
- Contract Accountant (currently ad hoc)
- Trade contractors & Services Suppliers

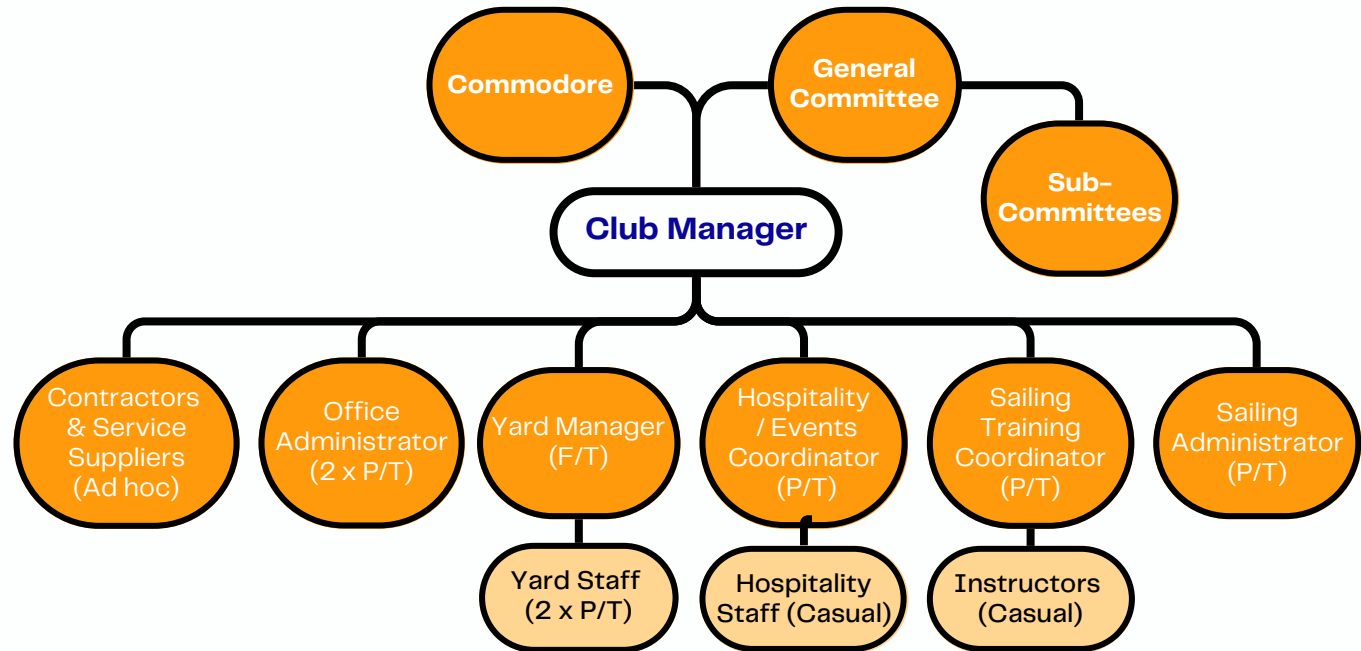
Internal liaisons include:

- The General Committee of HBYC
- Various Sub-committees and ad-hoc working groups
- Club members
- Volunteers in the club

External liaisons include:

- Australian Sailing
- Australian Sailing (Victoria)
- Other yacht and sailing clubs
- Sport and Recreation Victoria
- Parks Victoria
- Hobsons Bay City Council
- Port of Williamstown Action Group (PoWag)
- Industry contractors and suppliers
- Schools and community organisations
- Auditors, banks, and financial and regulatory authorities
- Sponsors
- VIPs

HBYC Employee Management Structure



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:

Specialist Knowledge and Skills

- Knowledge in recreation facilities or similar commercial or not for profit ventures, preferably familiarity with Boating/Marina Industry
- Financial and people management skills
- Marketing and promotion skills
- Analytical and problem solving skills
- Facilities and resource management skills
- An ability to support volunteers in a variety of roles associated with club operations

Management Skills

- Demonstrable capacity to liaise, negotiate and gain cooperation and assistance from employees, volunteers and the community
- Appropriate experience in the development and implementation of strategic planning objectives and financial management of commercial and/or community facilities
- The ability to manage competing priorities and achievement of member satisfaction whilst completing work programs on time and within budget
- The ability to establish and communicate procedures to ensure continuity and accountability across projects
- A high level of written and oral communication skills
- A sound ability to work collaboratively with a diverse stakeholder group

Qualifications and Experience

- Qualifications and/or experience in either management or business administration
- Experience in managing a recreation facility, or similar commercial or not for profit operations, is desirable
- Experience in a previous management position in a club or membership organisation, or marine related environment, is desirable
- Computing skills in all Microsoft Office products, is essential
- Business financials experience with a knowledge of a business accounting software, is desirable

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 working 38 hours per week. Due to the nature of the role and business requirements, some evening and weekend work will be required from time to time.

HBYC is open 10am-4pm Mondays-Thursdays, 10am-9am Fridays, and 12:30pm-7pm on weekends.

Remuneration Guide

An attractive remuneration package of \$100,000 to \$120,000 per annum, plus superannuation will be available to the successful candidate, negotiable depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Website & Social Media

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

Website: hbyc.org.au

Facebook: facebook.com/HobsonsBayYachtClub

Instagram: instagram.com/hobsonsbayyachtclub

Location

This position is located at Hobsons Bay Yacht Club, 270 Nelson Place, Williamstown Victoria.

Timelines

Final interviews and the appointment of this role are scheduled for late July / early August 2025.

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



Please apply now!

Please note Sportspeople Recruitment will commence screening 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: 11pm Sunday 20 July, 2025

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 **Angelique Everett** on **0401 659 024** or **FREECALL AU 1800 634 388** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Club Manager, Hobsons Bay Yacht Club 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 29 years in 2025 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 Hobsons Bay Yacht Club as the exclusive search partner for the Club Manager position.

Australian owned - globally connected - since 1996

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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