



# Executive Officer

## Regional Sport Victoria

**SPORTSPEOPLE**  
RECRUITMENT





- **Strategic leadership position**
- **Strengthen and support the regional sport network across VIC**
- **Advocate for regional sport at the state and national level**
- **Location flexible across Victoria, significant travel required**

## About Regional Sport Victoria

Regional Sport Victoria (RSV) is the peak body which represents and supports nine (9) independent Regional Sports Assemblies (RSA) across regional Victoria. These being; GippsSport, Leisure Networks, Mallee Sports Assembly, South West Sport, Sports Central, Sports Focus, Sport North East, Valley Sport and Wimmera Regional Sports Assembly. Combined, the nine Regional Sports Assemblies catchment covers all of regional Victoria.

RSV aims to provide a collective voice for locally based, regional sport and active recreation in Victoria, and contribute to policy development and the well-being of regional Victorian communities, through strategic partnerships and the support of programs delivered by the member RSAs.

As an incorporated association, the board of management currently comprises of 5 elected & 2 appointed Directors. 1 elected position is a member representative and the remaining are Independent Directors.

RSV works closely with its primary funding bodies; Sport and Recreation Victoria and VicHealth, along with other peak sporting bodies such as; Vicsport and the State Sporting Associations to support more Victorians to become more physically active and healthier.

Through the work of its nine RSA members, RSV is uniquely able to provide advice about the sporting and active recreation needs of regional Victorians, and the issues which affect them. RSV draws evidence for its advocacy from 48 local government authorities and regional health agencies covering all of regional Victoria; a population of over 1.45 million rural and regional Victorians and a network of over 6,000 community based sport and recreation organisations.

*"We're looking for a community minded and visionary leader to deliver our new strategic plan, working collaboratively with members and stakeholders to ensure fair and equitable access to participation in sport and active recreation across regional Victoria"* **Carissa Harris - Chair**





# Executive Officer

Now is an exciting time to be joining Regional Sport Victoria, with a new 2025-2032 Strategic Plan and an opportunity to build on the recent investments in regional sport infrastructure and programming.

Reporting to the RSV Board of Directors, the Executive Officer will providing strategic leadership of the organisation as well as strengthen and support the regional sport network across Victoria. In addition to the day-to-day governance, funding, and financial management of the organisation, a key priority will be to develop and implement operational plans that align with the new Strategic Plan.

Advocating for regional sport at the state and national level, the Executive Officer will drive policy development and engagement with government and key stakeholders. Open and regular engagement the membership will be key to communicate the strategic vision and guide the sector through a journey of capacity building.

To be considered for this role you will have strong experience in a strategic leadership role, ideally from within a sport, government or not-for-profit environment. You will need a collaborative and impactful communication style, with the ability to swiftly build trusted and positive working relationships with a complex network of stakeholders. A naturally strategic thinker, you will have the ability to align sector priorities, advocate and influence policy.

You may already have experience as an Executive Officer or be ready for the step into this statewide leadership role. Regardless, you will have a proven track record in managing and growing like-sized businesses, budgets and resources, with proven strength and experience across the core functional responsibilities of leadership, governance, relationship / stakeholder management, financial accountability and commercial management.

The role requires an energetic and highly organised self-starter who can work independently and copes well with multi-tasking. The Executive Officer will be expected to have a presence across all nine regions and in Melbourne, therefore extensive travel by car will be required.

Experience working closely with a volunteer Board would be looked upon favourably. Whilst a lived understanding of the role community sport plays in regional communities would be beneficial; candidates must be committed to the delivery of equity, inclusion, and community impact.



# Key Responsibilities

## Operational Management

- Develop and implement operational plans that align with the 2025-2032 RSV Strategic Plan.
- Manage the development and implementation of policy and procedures to support the operations of RSV.
- Develop and present an annual financial budget to the RSV Board for their consideration and approval. Manage the organisation within budget.
- Provide to the RSV Board monthly financial statements together with a monthly financial report providing analysis on any variations of concern to the board.
- Develop and implement systems that protect the financial, human and intellectual resources of RSV and its members.
- Refine RSV governance and partnership documents in line with the needs of RSV and its member bodies.
- Ensure RSV provides a safe environment with compliance to WHS, Equal Employment Opportunity and Child Safe Standards legislation.
- Oversee and implement RSVs Risk Management Framework that details potential risks to the organisation based on its risk profile.

## Advocacy and Brand Reputation

- Engage key decision-makers about issues affecting regional sport and active recreation.
- Develop an advocacy toolkit to support RSAs for both local and regionwide issues.
- Analyse data from a range of sources to provide an evidence base for RSV advocacy.
- Develop advocacy papers in response to government reviews and community sport evidence based trends, issues and needs.

- Professionally represent RSV at sector and sport related forums.
- Develop and strengthen relationships with current and potential funding partners.
- Develop varied communication channels and key messages to promote RSV, its members and their strategic plan objectives.
- Support RSV members to effectively utilise preferred social media and communications platforms.
- Build brand awareness and reputation, through determining and communicating the RSV and RSA value proposition to key stakeholders.

## Member Engagement and Capacity Building

- Refine and implement a Member Capability Framework in collaboration with members.
- Develop and implement a member engagement strategy, promoting superior service delivery that meets the needs of RSV members, and potential members as well as increasing levels of retention and engagement.
- Work alongside RSA Executives to identify and initiate professional development initiatives based on regional needs

## Fundraising Initiatives

- Identify grant, sponsorship, and philanthropic opportunities to ensure the ongoing sustainability of RSV.
- Develop relationships with philanthropic and corporate bodies.
- Work with the RSA Executive Officer network to identify opportunities for member bodies.

## Partnerships and collaboration

- Participate and support designated network activities that can include, but isn't limited to; project control groups, working groups, steering committees, advisory groups, which fall within the incumbent's scope of skill and knowledge.
- Develop opportunities for RSAs to work in partnership on regional initiatives.
- Develop opportunities for RSV to work collaboratively with other like-minded organisations to achieve RSV strategic objectives.

# Key Relationships

## Reports to: RSV Board of Directors

### Direct Reports:

- Finance Officer (contracted)
- Communications Officer (contracted)
- other staff in line with any funded project that may be sourced

### Key Relationships:

- Member RSA Executive Officers
- Department of Jobs, Precincts and Regions
- Sport and Recreation Victoria
- VicHealth
- Vicsport
- State Sporting Associations
- Higher Education Institutions
- Relevant State and Federal government departments
- Municipal Association of Victoria
- Disability Peak Bodies
- Commercial sport organisations
- Various peak bodies as relevant to RSV work



## 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:

### Essential:

- Strong leadership experience within the sport, government, or not-for-profit sectors
- High-level stakeholder engagement and relationship-building skills across government, sport and active recreation, community, and corporate sectors
- Experience in advocacy and policy influence including campaigns utilising a range of media.
- Strategic thinker with the ability to align sector priorities
- Financial management and governance acumen preferably from within a peak body or networked organisation
- A commitment to equity, inclusion, and community impact
- Excellent time management skills with the ability to multi-task and deliver to required timeframes, whilst maintaining a high attention to detail
- Demonstrated ability to work independently and as part of a small team
- Current Working with Children Check
- Current Drivers Licence and own transport

### Desirable:

- A tertiary degree or higher in a field relating to business, sport management, public health or other relevant area
- Demonstrated experience in government liaison and / or detailed understanding of the workings of government at a local, state and federal level

- Proven experience in brokering philanthropic and / or corporate sponsorship partnerships.
- Experience in the community sport and active recreation sector.

## Hours of Work

This is a permanent full time position, working flexible hours - predominantly during business hours. Due to the nature of the industry, after hours and weekend work will be required on occasion, in particular to attend Board meetings and key industry events. Part time (0.8) may be considered for the right candidate.

## Location and Travel

This role can be based anywhere within Victoria with hours worked from home, on the road, and the ability to work from any of the Regional Sporting Assembly offices across the state on a hybrid basis.

The role will require state wide travel, including within Melbourne, and occasional overnight stays.

## Remuneration Guide

An attractive remuneration package 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.

Candidates are invited to call Sportspeople Recruitment to discuss salary before applying if that will be helpful in your decision making.

## Website & Social Media

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

Website: [regionalsportvictoria.org.au](https://regionalsportvictoria.org.au)

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

LinkedIn: [linkedin.com/company/regional-sport-victoria](https://linkedin.com/company/regional-sport-victoria)

## Residency & 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 this role are scheduled for early September 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 17 August, 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](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **(+61) 0408 258 337** or **FREECALL AU 1800 634 388** or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Executive Officer, Regional Sport 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 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 Regional Sport Victoria as the exclusive search partner for the Executive Officer position - *our 274<sup>th</sup> EO search*.

**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.



