



Water Polo

NEW SOUTH WALES

Events Manager

Water Polo
New South Wales

SPORTSPEOPLE
RECRUITMENT



- **State Sport Organisation - Olympic team sport**
- **Lead the successful delivery of all Water Polo NSW events**
- **Sydney Olympic Park based + hybrid / flexible working**
- **\$70,000 pa + super + commitment to work life balance**

About Water Polo NSW

Water Polo NSW (WPNSW) is the governing state body for the sport of water polo with the primary purpose to grow, develop and nurture NSW's most accessible sport. WPNSW is a not-for-profit organisation, responsible for the governance, events, competitions, sport development, rules, club services and communications throughout the state. WPNSW services up to 50-member clubs and associations and over 7,000 participants and leads the sport and business of water polo for the benefit of the Water Polo NSW community.

Vision - Connecting communities through Water Polo

Mission - Inspire and develop a lifelong love of Water Polo

Values and Behaviours

- **FUN** - We love our sport.
- **BOLD** - We champion growth and development.
- **CONNECTION** - We are a welcoming community for everyone and committed to inclusive experiences.
- **RESPECTFUL** - We play fair and take ownership of our actions.
- **TEAM SPIRIT** - We train, play and contribute at our best and are proud of our water polo history and community.

Strategic Pillars

- WE Support
- WE Improve
- WE Connect

"Step into an exciting role where your leadership can drive the delivery of high-quality championships, carnivals, and promotional events - perfect for an enthusiastic leader ready to make an impact"

Harry Sanderson, GM Sports Operations



Events Manager

Reporting to the General Manager Sport Operations, the Events Manager is responsible for the planning, coordination, and delivery of all WPNSW events. This includes overseeing the end-to-end management of local, regional, and state events, and major championships. The Event Manager ensures that all events are delivered to a high standard, within budget, and aligned with WPNSW's strategic objectives.

Working in a small, highly focused team environment, this role will take leadership of the event management space within WPNSW, managing the Events Department and one direct report (Events Coordinator).

The primary focus of the Events Department is the successful delivery of WPNSW's five key standalone events, being the NSW State Championships, Open Country Club Championships, Junior Country Club Championships, Masters Championships and Big Orange U12 Festival as well as various promotional events.

To be considered for this role you must be experienced in the management and delivery of events including planning, implementation and evaluation, ideally from within a sporting context. You will have a demonstrated ability to manage competing priorities and activities at once; thinking on your feet and solving problems on the run whilst maintaining a high level of attention to detail, delivering projects and events both on time and on budget. The role requires excellent communication and negotiation skills, along with the ability to build strong relationships and foster cooperation among a diverse range of stakeholders, including volunteers.

You may already have management experience or be ready to step up into this leadership role, with a strong desire to create a great experience for event participants.

As competition related aspects (such as draws, scheduling and officials management) are outside the scope of this role, technical water polo knowledge is not required.

This role is integral in the success and outcomes of water polo events at the highest level in NSW, and as such presents a unique opportunity to make a positive impact on the ongoing success of the sport of water polo.



Key Responsibilities

Event Planning & Delivery

- Plan, coordinate and deliver WPNSW events, including State Championships, Open Country Club Championships, Junior Country Club Championships, Masters Championships and Big Orange U12 Festival and promotional events
- Develop event schedules, timelines, and logistics plans
- Liaise with venues, suppliers, officials, clubs, and stakeholders to ensure effective delivery
- Manage risk, safety, compliance, and contingency planning

Stakeholder Engagement

- Work collaboratively with member clubs, associations, schools, volunteers, referees, and partners
- Communicate event information clearly and promptly to all stakeholders
- Develop positive relationships with host venues and local councils

Operational & Financial Management

- Prepare and manage event budgets
- Manage the coordination of staffing, volunteer rosters, and event-day operations
- Source quotes, negotiate with vendors, and manage contracts where required
- Ensure events are delivered to a high level, on time, and within budget

Marketing & Promotion

- Work with the WPNSW team to promote events via website, social media, and direct communication
- Ensure high-quality presentation of events, including branding, signage, and digital materials
- Identify and procure commercial event partnerships that align with the Water Polo NSW Strategic Objectives.

Post-Event Evaluation

- Collect and analyse feedback from participants, officials, and stakeholders
- Produce post-event reports and recommendations for improvement
- Maintain accurate records and documentation for each event

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

- Demonstrated experience in event management, preferably including sporting events or competitions
- Exceptional organisational and project management skills
- Excellent communication, leadership, and interpersonal skills
- Ability to work under pressure and manage multiple deadlines
- Sound budget management and logistical planning experience
- Ability to work collaboratively with diverse stakeholders
- High attention to detail and commitment to delivering quality experiences
- Analytical mindset with experience using data to inform decisions
- Valid Working With Children Check (or willingness to obtain)

Desirable

- Knowledge of water polo or experience in aquatic sports
- Experience working with volunteers and community sport organisations
- Qualifications in Event Management, Sport Management, or related discipline
- Current First Aid and CPR Certification



Hours of Work

This is a permanent full time position. Some flexibility on working hours will be available. Due to the nature of the position, some after hours, early mornings and weekend work will be required from time to time to attend meetings, competitions and events. Water Polo NSW is committed to a work life balance for all staff.

Location and Travel

The Water Polo NSW office is located in Sydney Olympic Park. It is expected that the role will be based in the office a minimum two days per week (Tuesdays and Thursdays preferred at this stage), with flexible working arrangements available upon negotiation with the successful candidate.

The role may require occasional travel throughout NSW to attend programs, competitions and events.

Remuneration Guide

A remuneration package of \$70,000 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.

Residency and Immigration

Candidates must be an Australian or resident with a legal right to reside and work in Australia in order to be considered for this position.

Timelines

Final interviews and the appointment of this role are scheduled for September, 2025.

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:

Water Polo NSW Website: waterpolonsw.org.au

Facebook: facebook.com/WaterPoloNSW

Instagram: instagram.com/WaterPoloNSW

LinkedIn: linkedin.com/company/water-polo-nsw



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.

Applications close: 5pm Wednesday 20 August, 2025.

We reserve the right to close the role early if 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

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 Events Manager, Water Polo NSW 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 Water Polo NSW as the exclusive search partner for the Events Manager position.

Globally connected - locally owned - 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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