



General Manager

Coogee Surf Life
Saving Club

SPORTSPEOPLE
RECRUITMENT



- Inaugural strategic leadership position
- Iconic longstanding surf life saving club
- Manage club operations and staff
- Stunning Coogee beachside location (hybrid) - flexible hours

About Coogee Surf Life Saving Club

Coogee SLSC is one of Australia's largest and most dynamic surf life saving clubs, with over 2,500 members. The Club delivers a comprehensive program of lifesaving patrols, education and training, surf sports, ocean events, and a diverse range of community engagement activities.

Since 1907 Coogee SLSC surf lifesavers have served the community by keeping the public safe, patrolling Coogee Beach every weekend and public holiday from September to April.

Coogee SLSC is also home to the Coogee Island Challenge community swims every November and April, and the Nippers program the Coogee Minnows, which is one of Australia's leading junior development programs.

All members have the opportunity to participate in Surf Sports training and competitions from Nippers through to Masters (over 30) competitors and the club provides coaching and training pathways in all Surf Sports disciplines.

In December 2020, the clubhouse reopened after the largest renovation in Club history, that radically transformed the 110-year-old building expanding both training capacity and community reach. Located on the southern end of the beach, the Club directly overlooks the surf and pool, making it a popular venue for a variety of private functions and events including Training and Development days, Seminars, Corporate Events, Weddings, Wakes and Funerals, Birthdays, Christmas Parties and many other special occasions.

"This new role has been created to support the Management Committee steer the club strategically and will provide leadership and direction to staff whilst delivering efficient day-to-day operations" **Ben Heenan - President**



General Manager

The General Manager is responsible for the effective day-to-day management and operational leadership of Coogee SLSC for the benefit of all Members. This role supports the Management Committee in strategic decision-making, ensures delivery of key programs and services, and manages staff and resources to support the Club's mission of saving lives, building community, and fostering participation.

This newly created position will be responsible for all aspects of financial and human resource management, including staff and volunteer recruitment, development and performance management. Leading a small team, the General Manager will be empowered to make operational decisions, responsible for proactively planning and managing, as well as directly delivering tasks and projects to ensure the timely completion of priorities.

To be considered for this role you will be a decisive operations manager with demonstrated experience in a senior leadership role, ideally from within a sport, membership or volunteer based organisation. You will have an extensive track record in the strategic and operational management of like-sized businesses, budgets and resources.

You will have the ability to manage competing priorities and activities at once with the commercial nous to plan, coordinate and drive the implementation of programs and projects that are on time, on budget and meet strategic targets. You will be regarded as a down-to-earth manager, with the ability to lead a multi-disciplinary team whilst building strong networks and relationships across a wide range of stakeholders including a large team of volunteers.

Whilst a background in surf lifesaving would be advantageous, importantly the General Manager must exemplify the community focused culture and values of the club, in particular with members, volunteers, stakeholders and the wider community.

This is an exciting opportunity to shape the future of this longstanding club and its service to the community.



Key Responsibilities

Membership and Community Engagement

- Support membership, recruitment, retention, and engagement initiatives.
- Oversee delivery of high-quality member services and programs.
- Represent the Club at community events, stakeholder meetings, and with partner organisations.

Leadership and Staff Management

- Lead, supervise, and develop the Club's full-time and casual staff team.
- Oversee workforce planning, staff rostering, training, and performance management.
- Foster a positive and inclusive workplace culture aligned with Club values.

Operational Management

- Support volunteers to execute all Club activities, including lifesaving patrols, education, competition, youth activities and ocean events.
- Oversee the profitable operation of the corporate and non-member functions at the Club.
- Oversee facilities management and Club administration.
- Oversee compliance with relevant legislation, regulations, and SLISA policies.
- Manage health, safety, and risk management procedures across Club operations.

Strategic Support and Governance

- Provide timely and accurate reports, advice, and recommendations to the Management Committee.
- Support development and implementation of the Club's strategic and operational plans.
- Assist with policy and procedure development and compliance monitoring.

Financial and Resource Management

- Assist in budget preparation and management, financial reporting, and resource allocation.
- Work with the Treasurer and Finance Subcommittee to ensure financial sustainability.
- Support the Club to attract and attain sponsorship relationships.
- Oversee Club assets, facilities, and equipment maintenance.

Other Duties

- Maintain a visible presence at the Club, including evenings and weekends as required.
- Undertake any other duties as reasonably directed by the President or Management Committee.

Staff Management

Direct Reports:

- 2-3 Full Time Staff
- Casual and seasonal staff

The General Manager will have the opportunity to reshape the structure of the team to ensure Club and Member needs are met.



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 a senior operational or general management role (ideally in the sport, community, or not-for-profit sectors).
- Strong leadership, staff management, and people development skills.
- Proven ability to work effectively with volunteer boards or committees.
- Experience in budget management and financial oversight.
- Excellent written and verbal communication skills.
- Strong problem-solving, organisational, and time-management abilities.
- High-level IT proficiency (MS Office, online systems).
- Ability to work flexibly, including evenings and weekends.
- Commitment to the values and mission of surf life saving and community service.
- Current Working with Children Check

Desirable:

- Experience in surf life saving, sport administration, or community services.
- Qualifications in business, sport management, or a related field.
- Experience in fundraising, sponsorship, or stakeholder engagement.

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

Location & Hybrid Working

The spectacular location of the Coogee SLSC is on the corner of Carr St &, Beach St, Coogee.

Hybrid work arrangement: at least 3 days per week based at Coogee SLSC or as required to facilitate the performance of the role.

Remuneration Guide

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. Opportunities for professional development will also be available. 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.

Timelines

Final interviews and the appointment of this role are scheduled for mid-late August 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:

Website: coogeesurfclub.com.au

Facebook: facebook.com/coogeeslsc

Instagram: instagram.com/coogeeslsc



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 3 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

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.

About Sportspeople Recruitment

The General Manager, Coogee Surf Life Saving 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 Coogee Surf Life Saving Club as the exclusive search partner for the General 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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