



Gymnastics
Australia

**General Manager
Governance &
Executive Services**

Gymnastics Australia



- **Executive leadership position**
- **National Sport Organisation - Olympic & Commonwealth Games sport**
- **Provide high level support and guidance to the Board, CEO and sub-committees**
- **Albert Park, Melbourne location (hybrid)**

About Gymnastics Australia

As the peak governing body for gymnastics in Australia, Gymnastics Australia (GA) is a not-for-profit member-based organisation with a Federated operating model supported by its State and Territory Associations. Gymnastics in Australia includes the disciplines of Acrobatics, Aerobics, Gymnastics For All, KinderGym, Parkour, Men's Artistic, Rhythmic, Trampoline, and Women's Artistic. Each discipline is governed and supported by a National Commission comprised of voluntary technical experts and community leaders. GA provides national frameworks, participation and competition pathways for each gymnastics discipline; as well as delivering national and international events; and providing training and professional development for the gymnastics workforce.

Providing services to 500+ clubs, 7000+ accredited coaches and judges, 800,000+ gymnasts, and gymnastics fans, the GA team is comprised of gymnastics experts, sport management and business leaders. With the head office located in the thriving sports precinct at Albert Park in Melbourne, GA also hosts National Training Centres at the Australian Institute of Sport in Canberra and in Brisbane that work to facilitate high performance pathways and support Australian gymnasts to compete at international benchmark events including World Cups, World Championships, the Commonwealth Games and the Olympic Games.

Vision - An inspiring gymnastics experience for every Australian

Mission - Gymnastics Australia grows the gymnastics community by fostering wellbeing and excellence in everything we do.

"This key role in Gymnastics Australia not only supports the Board and Executive team with best practice governance, but also works across the organisation and manages our key stakeholder relationships" **Alistair Edgar, CEO**



General Manager Governance & Executive Services

Reporting to the Chief Executive Officer, the General Manager Governance & Executive Services is an executive leadership position with a strong focus on supporting the Gymnastics Australia Board of Directors, the CEO and executive leadership team with corporate governance affairs. The role supports the effectiveness of the Board and its six Sub-Committees with high-level executive secretariat and monitoring to ensure best practice. In addition, this role is the Company Secretary registered with ASIC and will manage these legal responsibilities and legislative corporate compliance requirements.

Working effectively at both the executive and operational level, the role leads a staff of direct reports within the Governance & Executive Services Team, which implements good governance, and provides services to the Board and Executive staff, ensuring that the organisation's leaders are set up for success. This role provides end-to-end governance support via established Service Agreements to select State and Territory Associations. The team proactively manages international and government relations and corporate affairs, strengthening the presence and reputation to bring the greatest value possible to members. The National Integrity Unit is hosted by this team, however, manages integrity matters independently.

With executive general management acumen, team leadership experience and an approachable style, this role will manage, grow, and optimise relationships with Gymnastics Australia's key stakeholders including State and Territory Associations, International bodies and governments. Working across the organisation, this role provides the Executive Leadership team with governance and compliance support and advice, and acts as a conduit between each department and the Board.

To be considered for this role, you should have significant experience managing and reporting to boards and CEOs, ideally within a sport organisation. You will require an in-depth understanding of the role of a company secretary, and detailed knowledge of board governance processes and requirements. Experience as a Company Secretary and an AICD or Law qualification would be highly regarded.

With an engaging approach and drive to make things happen, your proven ability to foster and sustain positive relationships with a diverse range of stakeholders will be of prime importance as will your high degree of professional ethics, integrity and gravitas. A natural communicator, with excellent administration and organisational skills, you are a multi-tasker who can prioritise and create effective and valued output with a tenacious attention to detail while. You will be a quick thinker, able to solve problems on the run, thrive under pressure and be prepared to work hands-on to get the job done without compromising quality and whilst maintaining exceptional service to the Board, staff and stakeholders.

This is a unique and significant opportunity to support an Olympic and Commonwealth Games sport at the highest level.



Key Responsibilities

Leadership

- Work effectively with the Executive Leadership team to provide dependable advice and support to the CEO and Board to enable delivery of the strategic plan.
- Contribute in a proactive and emotionally intelligent manner to the Executive Leadership Team and State CEO discussions creating an environment that encourages constructive challenges and debate.
- Lead and role model organisational values within GA and across the broader gymnastics ecosystem.
- Provide reliable and consistent operational leadership, managing a team of multidisciplinary staff, creating the conditions for people to achieve success and perform to an excellent standard.
- Host and support the independent National Integrity Unit, ensuring appropriate implementation of the National Integrity Framework and other requirements.

Strategic

- Fulfill the duties of Company Secretary, providing advice and support to the CEO and Board on good corporate governance, strategy and risk.
- Oversee and implement the necessary Board and executive systems and structures to enable the ongoing development, reporting and monitoring of organisational strategy.
- Develop and implement strategic engagement frameworks ensuring that the organisation is well placed to optimise international and national relationships on behalf of its members.
- Facilitate the ongoing recruitment, nominations and elections of Directors in accordance with the Constitution and direction of the Nominations Committee.
- Facilitate the development and implementation of the annual governance calendar inclusive of Board and Sub-Committee meetings in accordance with the Constitution and relevant Terms of Reference.
- Guide the development of governance policies and support policy implementation across the organisation.

Stakeholder Engagement and Relationships

- Provide high-quality services to the Board and Sub-Committees in close partnership with the CEO, COO and executive team.
- As the executive lead, provide logistics and secretariat support to the Joint Directors and President's (JDP) group in close partnership with the CEO, COO and State and Territory executives.
- Liaise with World Gymnastics, Oceania Gymnastics Union (OGU) and other international bodies on behalf of the CEO and Board, and support Australian representatives nominating for and holding positions on international committees.
- Support the Board Chair, CEO and executive team in liaising with high profile and executive stakeholders within government and non-government organisations
- Establish and implement a corporate affairs function for the organisation, with ongoing liaison with media, government and key stakeholders as appropriate.
- Build efficiencies and enhance value for Gymnastics Australia members through provision of centralised governance services to State and Territory Associations that have opted in to management agreements.
- Deliver exceptional internal customer service for national and state staff, and in doing so, set the standard for how the organization provides services to members
- Engage with teams and individuals across the organisation in ways that build capabilities in the areas of governance, integrity and strategic impact.

Operational and Administrative

- Oversee and support the provision of executive administration services to the CEO, and the coordination of logistics support for the Board and executive team as required.
- Manage and coordinate the end-to-end delivery of Board and Sub-Committee meetings including the Annual General Meeting, ensuring timely and efficient production of quality agendas, papers and minutes and optimal use of the Board Portal.
- Track and monitor the implementation of Board and Sub-Committee actions ensuring effective internal systems and accountability.
- Oversee the ongoing induction, onboarding and offboarding of Directors and Independent Sub-Committee members and coordinate Director professional development activities as required.
- Coordinate the end-to-end delivery of Board and executive forums including regular online and in person CEO and JDP forums.
- Coordinate Australia's representation and attendance at World Gymnastics and other international meetings inclusive of travel, briefings and debriefings.
- Work with the relevant executive staff to ensure the company's financial and corporate records are maintained, and reports prepared in accordance with the requirements of the Act.
- Understand and ensure the company complies with statutory obligations, ensuring requirements of ASIC and other regulators are met, including continuous disclosure.
- Maintain all legal and governance documentation required for the Board including the ongoing maintenance of Declaration of Interest, Policy, Contract and Board Action registers.
- Organise Directors' and Officers' insurance and procure legal advice services on behalf of the Board and CEO as required.

Key Performance Indicators

Every member of the Gymnastics Australia team contributes to the delivery of the national Key Performance Indicators (KPI). The Governance and Executive Services Team monitors and reports on the strategic and social impact of the organization and enables delivery against all 12 key performance indicators from INSPIRE 2032.

The General Manager Governance and Executive Services contributes specifically to the following additional KPIs:

- Ensure Gymnastics Australia is compliant with all legal and constitutional requirements.
- The Sports Australia Governance Standards are met to the best of the organisation's ability.
- The Gymnastics Australia Board is supported to operate effectively and practices good governance, meeting their fiduciary duties as required and acting in the best interests of Gymnastics Australia.
- All policies, contracts, risk and asset registers are regularly maintained, ensuring documents are reviewed and updates as required.

Corporate Services Team Profile

Primary Customers

- Gymnastics Australia CEO & Board of Directors
- Board Sub-Committees (6)
- Gymnastics Australia Executive Team
- State and Territory Association Boards, CEOs and Staff

Primary Stakeholders

- World Gymnastics, OGU, International Federations
- ASC, CGA, AOC, NST, SIA
- Governments
- Media

Staff

- Governance and Executive Administration
- National Integrity Unit

Core Services

- Governance
- Corporate Affairs
- Legal
- Strategic Planning and Reporting
- Executive Administration
- Safeguarding and Integrity

Budget and Resources

- Direct responsibility for Governance and Executive Services team budget



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

- Significant experience of working with a Board or Committee of Management
- Tertiary qualifications or equivalent experience in business, law, sports administration and governance or a related field
- Proven experience in leading, managing and developing teams that consistently perform to a high standard
- Demonstrable experience of working within cross functional teams to achieve desired outcomes
- Ability to understand legislation and legislative requirements
- Ability to work at a fast pace in a multi-tasking environment, prioritising tasks to meet deadlines, whilst maintaining attention to detail
- Outstanding customer service, interpersonal communication and writing skills
- Working knowledge of the Australian Sport System
- Significant knowledge and applied experience within a member-based environment
- Ability to maintain confidentiality and manage sensitive information
- Very high degree of computer literacy
- Valid and current Working with Children Check

Preferred

- AICD qualifications
- Law qualifications / experience
- Experience as a Company Secretary or Board Director in a community, state or national sport organisation
- Experience working with Board sub-committees

Values Alignment

Collaboration

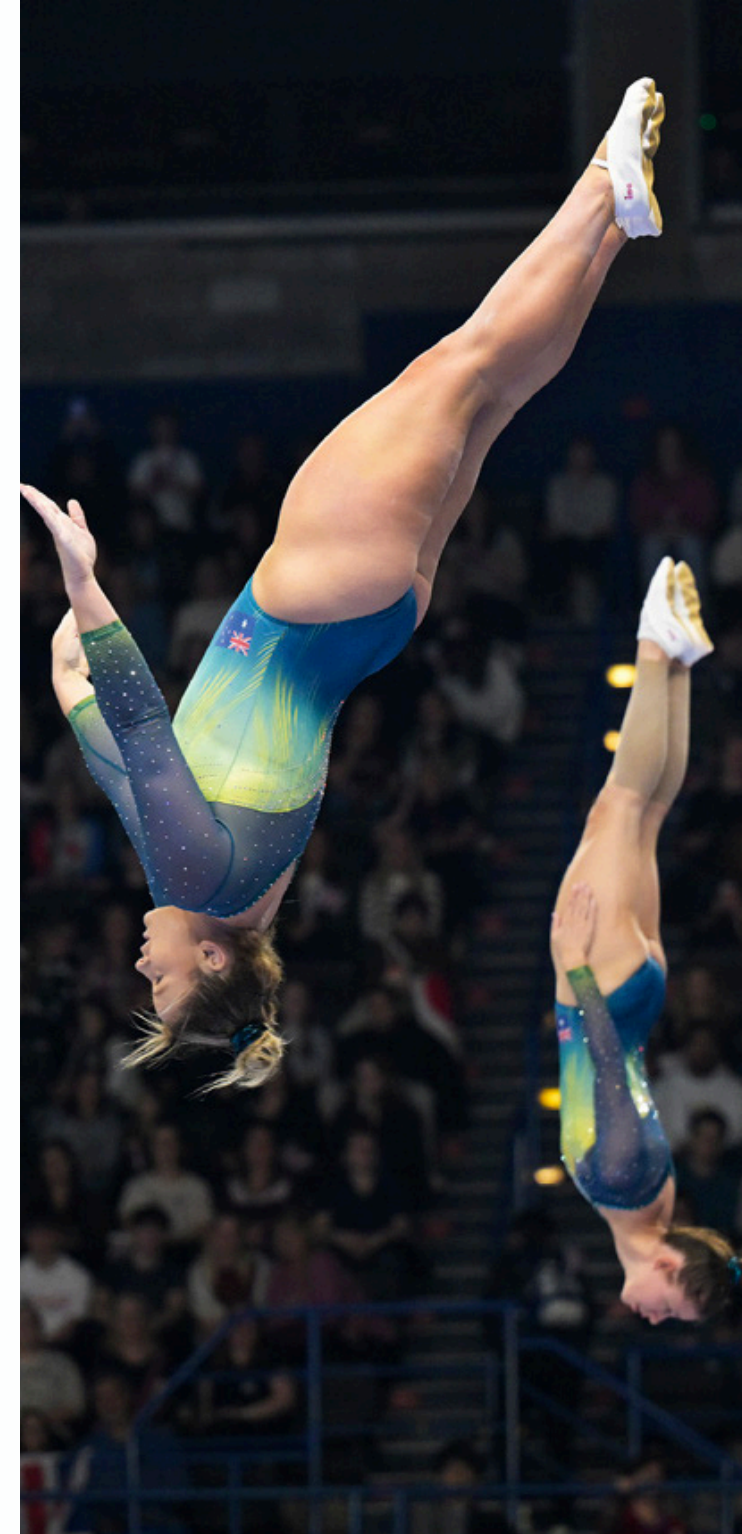
- Set the team and organisation up for success, be helpful, and openly share information
- Actively seek opportunities to work together with staff, stakeholders and members
- Listen generously, share what you have heard and learned from others

Excellence

- Seek feedback and data to continually improve what we do and how we do it
- Invest time and energy into your own learning and development, reflect, and be open to feedback
- Focus on your key performance indicators, stick to the strategy

Respect

- Prioritise the safeguarding of children and young people, and protect the integrity of gymnastics
- Provide outstanding customer service, design and deliver exceptional customer experiences
- Build meaningful relationships with your colleagues, members and stakeholders



Hours of Work

This is a permanent full-time position. Gymnastics Australia generally operates during business hours however evening and weekend work is often required to accommodate the delivery of the sport, provide services to members and to support the activities of the Board and its sub-committees.

Location and Travel

The General Manager Governance & Executive Services will be based at the Gymnastics Australia office in Albert Park, Melbourne (car parking provided).

Gymnastics Australia offers hybrid and flexible working arrangements with set days in the office (minimum 3 days per week) and remote working days upon mutual agreement.

There are State and Territory offices based in most Australian capital cities, therefore this role may require some domestic travel from time to time.

Remuneration Guide

An attractive market competitive 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.

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 June, 2026.

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:

Gymnastics Australia Website: gymnastics.org.au

Facebook: facebook.com/GymnasticsAustralia

Instagram: instagram.com/gymaustralia

LinkedIn: linkedin.com/company/gymnastics-australia

Policies:

- [Member Protection Policy](#)
- [Safeguarding Children & Young People Policy](#)

Commitment to Safeguarding Children and Young People

Gymnastics Australia is committed to protecting children and young people from harm. All employees are required to meet the behaviour standards outlined in our Member Protection and Safeguarding Children and Young People Policies.

As part of your role, you may be required to work with children and young people and make important decisions that affect them. It is your obligation to always ensure their safety and report any concerns that you have, in line with our commitment to the National Integrity Framework. You will be required to regularly provide the necessary working with children and police records.

Gymnastics Australia requires applicants that will work with children or young people to undergo a screening process prior to appointment. This may include interviews and reference checks. Please note that referees should;

- Be able to provide information about the applicant's suitability to work with children and young people
- Have known the applicant for at least 12 months and not be related to the applicant
- Be able to vouch for the applicant's reputation and character

Gymnastics Australia has zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse in line with the National Integrity Framework.

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 as soon as sufficient merit applications are received.

Applications close: 11pm Sunday 31 May, 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 **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 Governance & Executive Services, Gymnastics 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 30 years in 2026 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 Gymnastics Australia as the exclusive search partner for the General Manager Governance & Executive Services 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.



SPORTSPEOPLE
RECRUITMENT **30**
1996 - 2026

Gymnastics
Australia



Gymnastics
Australia

