



Boxing Australia - Sports Manager

Position No. 100201-01

Salary Range: \$36,842 including super

Hours: 26 hours a week over 4 days (minimum)

Reports To: Board of Directors, through Chairperson

Location: Sports House, Albert Park, Melbourne

Commencing: March, 2010

About Boxing Australia

Boxing Australia Incorporated (BAI) is the peak national sporting organisation affiliated to the International Amateur Boxing Association (AIBA). BAI is responsible for the management, administration, marketing and promotion of amateur boxing at the national level and representation at an international level.

BAI is recognised by and receives financial support from the Australian Sports Commission, the Australian Olympic Committee and the Australian Commonwealth Games Association.

As the internationally recognised Australian body for boxing BAI is responsible for the stewardship of a modern and exciting sport that demands great commitment from highly disciplined and talented athletes. Australian boxers have been representing their country at the Olympics since Snowy Baker won a silver medal in the middleweight division at the 1908 London Olympic Games.

Our Boxers have won silver and bronze medals at the Olympics, but we have yet to produce an Olympic gold medallist. This is a major objective for amateur boxing, along with the broader development of our sport.

It is an exciting time to be involved with Boxing Australia as we head towards the selection of Australian Boxers to compete at the 2010 Commonwealth Games and 2010 Women's World Championships. Additionally, new program development opportunities have been presented through the inclusion of women's boxing in the 2012 London Olympic Games.

- **BAI's VISION**

BAI's vision is for Australian amateur boxers to be among the best in the world by winning Gold Medals at the Olympic Games, World Championships, Commonwealth Games and other international tournaments.

- **BAI's MISSION**

BAI is committed to achieving its Vision through good leadership, efficient administration, sound financial management, and provision of services to its State and Territory Member Associations, amateur boxers, boxing coaches, referees and judges and the amateur boxing community as a whole.

The Job:

Reporting to the Board of Directors through the Chairperson, the Sports Manager will be responsible for a broad range of administrative tasks with a focus on maintaining and delivering BAI services. Candidates should be aware that until November, 2009 BAI employed a Chief Executive Officer. The role of Sports Manager assumes some but not all of these functional responsibilities carried out by the former Chief Executive Officer.

Accordingly, this role presents an excellent opportunity for an emerging sport management professional to step-up into an executive role with an Olympic and Commonwealth Games sport. Alternatively, the role presents a unique opportunity for a more experienced sport management executive seeking a challenging and rewarding role in an Olympic and Commonwealth Games sport, with the benefit of a flexible work arrangement.

Description

The Job - continued:

The Sports Manager is responsible for the following key duties:

- management of BAI's administrative functions including:
 - day to day office management such as responding to all phone enquiries, faxes, letters and emails;
 - ongoing liaison and communication with 8 state/territory member associations to manage and assist the needs of coaches, athletes and participants;
 - maintenance of ongoing relationships with the Australian Sports Commission;
 - coordination and management of the volunteer base assisting within the sport as required;
 - regular updating and ensuring the accuracy of all web related announcements; and
 - organisation of travel, accommodation arrangements and necessary accreditation for teams competing in various state/national/international events;
- implementation, monitoring and assessment of BAI's programs including liaison and consultation with the 8 state/territory member associations to ensure ongoing commitment to the development of the sport consistent with BAI's objectives;
- the preparation, ongoing monitoring and reporting of the financial budget;
- reporting to the Board of Directors information regarding BAI's administration and program implementation;
- Board secretariat functions, including preparation and distribution of notice, agenda and accompanying papers for Board of Directors meetings, minute taking of Board of Directors meetings and storing of proper records;
- attendance at all Board of Directors and other important meetings;
- lodgment of appropriate statutory returns and any other legal requirements of BAI;
- in consultation with the Chairperson, public representation of BAI; and
- in consultation with the Chairperson, preparation of the BAI management plan.

Office Location:

Boxing Australia has modern offices located at Sports House, Albert Park, Melbourne. A car parking place is provided for the Sports Manager at Sports House.

Remuneration:

The remuneration is based on an annual salary of \$33,800 plus superannuation. The total Remuneration, including superannuation is \$36,842.

The incumbent will be contracted to work a minimum of 26 hours a week, spread over a minimum of 4 days. Boxing Australia is flexible in this regard and is open to negotiation as to the days of the week worked and if required, spreading the hours over five days, rather than four, if more suitable.

Start date:

Boxing Australia anticipates a start date in March, 2010. At the time of applying candidates are invited to indicate their availability and notice period.



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Web Site:

Boxing Australia has a comprehensive website which includes information and news items. The website address is: www.boxingaustralia.org.au

Staffing Structure:

The Sports Manager reports to five Board of Directors and oversees one other paid employee (3 days/week).

Reviews:

Performance appraisals, against mutually established performance objectives, will be carried out by Boxing Australia at agreed intervals.

Personal characteristics and qualifications:

The Sports Manager of Boxing Australia will have:

- A professional and personable approach in all dealings.
- The ability to work under pressure and think quickly on your feet.
- An ability to be highly diplomatic and tactful if required.
- An ability to communicate clearly and precisely at all times.
- Exceptional attention to detail and follow through.
- Be highly organised and conscientious of the need to work to timelines.
- Honest, hardworking and strong work ethic.
- The ability to operate with minimum supervision.
- A passion for or general interest in sport.
- Excellent interpersonal and communication skills to continually build and manage positive ongoing relationships with various stakeholder groups.
- High level of computer literacy particularly in the use of software programs such as Word/Excel/Microsoft Outlook, basic Web maintenance.
- Superior literacy and grammatical skills.
- A general understanding of corporate governance and basic accounting requirements.



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IMPORTANT INFORMATION FOR CANDIDATES:

Candidates should note Sportspeople will be screening candidates immediately upon receipt of application with the view of completing the preliminary screening process as soon as possible after the close date.

The following schedule generally applies to the recruitment and selection process:

- 2 February, 2010 – Position Opens at the Sportspeople Jobs Market;
- 15 February, 2010 - Position Closes;
- Shortlist interviews – late February, 2010
- Start date – to be negotiated, but preferably March, 2010

Applications:

Expressions of interest should be forwarded by **15 February, 2010** to **Sportspeople's National Recruitment Centre**.

Sportspeople prefers a 2-page letter of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

Candidates must also complete and submit the Sportspeople Application Form when applying for this role. This information should be sent electronically to jobs@sportspeople.com.au with the subject identifier of the email to be formatted as follows:

100201-01 Sports Manager – Boxing Australia <<Your Name>>

Enquiries:

The **Sports Manager, Boxing Australia** recruitment assignment is being managed from the **Sportspeople National Recruitment Centre** in Sydney, Australia.

If you have an interest in pursuing this career opportunity, please call Sportspeople and ask for Ros Holding, Associate Recruitment Consultant (VIC).

We are happy to answer any of your enquiries and provide direct advice on your candidature relating to this role. FREECALL (Australia) 1800 634 388, NZ FREECALL 0800 634 388 or if calling elsewhere from outside Australia on +61 29555 5000 or via jobs@sportspeople.com.au