

Swimming Northern Territory Incorporated



Executive Officer (Approved - July 2019)

Key Responsibilities

The Executive Officer for Swimming Northern Territory Inc. (SNTI) will report to and work in conjunction with the Board of SNTI

The responsibilities of the Executive Officer will include:

- Liaison with the national peak body and attendance at relevant meetings.
- Development and oversight of the strategic direction of Swimming Northern Territory Inc.
- Development and oversight of the operational and day to day planning process of SNTI including delivery of events.
- Financial planning and management.
- Management and administration of SNTI Board meetings.
- Development of sponsorship opportunities and corporate relationships.
- Effective liaison with government, sporting bodies and key business organisation to benefit the organisation.
- Reporting to the SNTI Board on relevant business activities.
- Supervision and development of SNTI staff.

Selection Criteria

Essential

1. High level of oral and written communications skills.
2. Proven ability to work effectively with a Board of Management.
3. Sound understanding of financial procedures and the ability to develop and manage a budget.
4. Proven ability to manage multiple tasks and meet deadlines in a busy working environment.
5. Demonstrated supervisory skills and ability to work effectively in a team environment.
6. Excellent organisational skills and a proven ability to develop positive relationship with stakeholders, in a changing environment.

Desirable

1. Media liaison experience.
2. Experience/ knowledge of the sport and/or the recreation sector.
3. NT Drivers Licence and own vehicle.
4. Software competence including experience with MYOB.

The successful applicant will be required to consent to a criminal history check.

All applications should address the selection criteria and be accompanied by an up-to-date Résumé / CV.

Applications and enquires to be sent/directed to Garry LAMBERT at:

- Aldermangarry@me.com
- PDF attachments preferred.
- Mark all applications "Executive Officer (plus your name)" in the subject line.
- Please contact Garry Lambert for additional information (0401 119118).

or

Mail hard copy to

GPO Box 1960
Darwin NT 0801