



Executive Officer - Swimming NT

Position Description

Title: Executive Officer - Swimming NT

Company Name: Swimming NT

Job Location: Darwin

Employment Status: Full Time

Role summary:

Swimming Northern Territory (SNT) is an incorporated not-for-profit sporting body that manages and coordinates the activities related to competitive and recreational swimming in the Northern Territory. There is now the opportunity for an energetic and passionate Executive Officer to lead the organisation into an exciting future.

Affiliated with Swimming Australia, SNT is responsible for the overall governance of swimming in regional and remote Northern Territory. Working with various stakeholders it is the responsibility of the organisation to support clubs, facilitate competitions, and create coach and athlete development opportunities. SNT also has strong programs within communities across the territory providing schools and indigenous communities inclusive swim programs.

The role requires a self-motivated individual who can operate a small team to build and grow the sport. The successful applicant will need to exercise a broad skill set and be able to multitask. The job will require working with the Board of SNT along with clubs and other stakeholders to continue to build on existing programs instilling the values of the organisation and assisting with the growth of members, partnerships and collaborative opportunities.

Key Responsibilities

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

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.
- Development and oversight of coaching and development programs, benchmark competitions, events and delivery of swim programs in schools and remote locations across the NT.
- Financial planning and management.

- Management and administration of SNT Board meetings.
- Development and fostering of relationships with key stakeholders including Swimming Australia, Member Organisations, other sporting bodies, NT Government and Councils
- Development of sponsorship opportunities and corporate relationships.
- Grant funding application, reporting and acquittals
- Reporting to the SNT Board on relevant business activities.
- Supervision and development of SNT staff.

Selection Criteria

Essential

1. High level of oral and written communications skills including grant funding and reporting 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.
7. Ability to be flexible

Desirable

1. Media liaison experience.
2. Experience/ knowledge of the sport and/or the recreation sector.
3. Northern Territory Manual Drivers Licence
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.

Remuneration/Conditions

- Remuneration will be determined based on the skills and experiences of the applicant up to \$85,000 plus superannuation.
- A vehicle is available for use subject to negotiations.

Applications (covering letter & CV) - **by COB on Friday 21 January 2022** - and enquires to be sent/directed to SNT President Garry LAMBERT at:

- Aldermangarry@me.com
- PDF attachments only.
- Mark all applications “Executive Officer (plus your name)” in the subject line.
- Please contact Garry Lambert for additional information ([0401 119118](tel:0401119118)).