

Position Description

Position: Sport4All National Manager

Reporting to: EGM

Position overview: The Sport 4 All National Manager is responsible for the delivery of the 4 year Federally Funded Sport 4 All National Program, building and implementing a national strategy to ensure project outcomes are met. Leading and developing a team of Managers, as well as responsibility for all aspects of the project, including government reporting, oversight of the 4 year budget, risks, delivery models, digital properties and creation of systemic partnerships across sport, education, government and community.

Role Targets:

▪ Administration – 30% of role - Non client related meetings - Learning and development (include Lifeworks) - Staff Management - Administration tasks eg Budget management
▪ Business development – 50% of role - Client related meetings, emails and phone calls - Arrange meetings 4 per month with government stakeholders (based on 1 FTE) - Maintaining sales pipeline
▪ Client delivery – 20% of role

EGM Signature: _____

Employee's Signature: _____

Date: ____/____/____

Key Contacts:

Internal

- GSA Board
- GSA Management Team
- Sport4All Management Team

External

- Local Government Area representatives
- Federal Government representatives (Sport & Rec, Education)
- National Sporting Organisations
- National Sport Organisations for people with Disability
- Paralympics Australia
- Other external relationships including industry stakeholders, community organisations, sporting associations, service providers

Program Planning and Strategy:

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- Develop and implement a strategic plan for the program, aligning it with the organization's overall goals and objectives.
- Define clear program goals, objectives, and performance metrics.
- Identify key stakeholders and build relationships to support program success.
- Monitor industry trends and best practices to continuously improve the program's effectiveness.

Budget Management:

- Develop and manage the program budget, ensuring efficient allocation of resources.
- Monitor expenses, analyze variances, and make adjustments as needed to stay within budget constraints.

Team Leadership:

- Recruit, hire, train, and manage a team of professionals dedicated to the program's success.
- Provide guidance, mentorship, and performance feedback to team members.
- Foster a collaborative and inclusive work environment.

Program Implementation:

- Oversee the day-to-day operations of the program.
- Ensure that program activities are carried out effectively and efficiently.
- Address any challenges or obstacles that may arise during implementation.

Stakeholder Engagement:

- Collaborate with external partners, government agencies, community organizations, and other relevant stakeholders to advance program objectives.

- Communicate regularly with stakeholders to provide updates and gather input.

Monitoring and Evaluation:

- Establish monitoring and evaluation mechanisms to assess the program's impact and outcomes.
- Use data and feedback to make informed decisions and adjust the program as necessary.
- Engage in ongoing evaluation of the program's effectiveness and make recommendations for improvements. - Stay informed about emerging trends and innovations in the field

Reporting and Documentation:

- Prepare and present regular reports to senior management, board members, and funding agencies.
- Maintain accurate program records, documentation, and compliance with relevant regulations.

Risk Management:

- Identify potential risks to the program's success and develop risk mitigation strategies.
- Ensure compliance with legal and regulatory requirements.

Advocacy and Communication:

- Advocate for the program and its goals within the organization and to external stakeholders.
- Develop and execute a communication strategy to raise awareness of the program's impact and accomplishments.