

POSITION DESCRIPTION

Position Title	Association Secretary/General Manager (GM)
Reporting Line	Brisbane Women's Hockey Association (BWHA) President and Board
Term	Full Time / Contract
Location	Brisbane
Direct Reports	5

ABOUT BRISBANE WOMEN'S HOCKEY ASSOCIATION INC. (BWHA)

BWHA is a member based, not for profit regional sporting association responsible for the management and promotion of women's hockey in the greater Brisbane area, overseeing hockey competitions for over 3,200 players from 19 member clubs. It provides women, girls, and younger boys the opportunity to play field hockey from Under 7s through to Masters. BWHA manages elite representative teams and development programs across all levels for players, umpires, coaches, and technical officials.

ABOUT THE ROLE

The Association Secretary/General Manager (GM) represents and oversees the effective and efficient operations of the Association including governance, administration, financial and facilities management, leading staff and servicing its member clubs to ensure the delivery of high-quality participation and competition outcomes.

KEY RESPONSIBILITIES

Strategic Planning

- Assist the Board with the review, development, and delivery of the BWHA Strategic Plan and be accountable for its implementation.
- Drive and deliver significant reforms and initiatives following, when required, cost-benefit analysis.
- Manage the staff via developing and monitoring annual work plans and KPI's.
- Assist the Board in ensuring progress is being made toward the BWHA set objectives.
- Ensure regular reporting of the organisation's performance to the Board.

Administration & Governance

- Manage staff and volunteers, oversee all operational matters and report on performance to the Board as required.
- Assure the timely filing of all legal and regulatory documents and monitor compliance with relevant regulations.
- Arrange meetings and provide timely and comprehensive reports and recommendations addressing the BWHA business.
- As the Incorporated Association's Secretary, carry out duties as set out within the BWHA Constitution and by the relevant legislation.
- Maintain a positive relationship with the BWHA Board of Directors.
- Maintain a positive relationship with other key organisations – Brisbane Hockey Association and Hockey Queensland (State Sporting Organisation).
- Assist the Board to appropriately govern the organisation, including the review of policies and procedures.
- Assure a culture that recruits, retains, and supports quality staff and volunteers.
- Ensure the use of appropriate technology to support the efficient functioning of the business.
- Report any significant issues affecting the BWHA in a timely manner to the Board.

- Ensure appropriate Risk Management systems are in place and relevant controls are implemented in a timely manner.
- Oversee the marketing of BWA to ensure a high level of visibility in the community.

Financial Management

- In consultation with the Treasurer, manage all financial affairs of the organisation.
- Prepare and recommend the annual budget to the Board.
- Oversee the preparation of monthly reports for the Board and Association members.
- Prepare business cases in relation to BWA matters as required.
- Coordinate the annual financial audits.
- Ensure appropriate financial controls and management are in place.
- Identify and develop sponsorship and alternative income and funding strategies.

Servicing

- Maintain the capacity of the Association to service its members, by ensuring appropriate planning, policies and procedures are in place.
- Review and assess existing service provision levels, ensuring member needs are met.
- Oversee BWA events as required.
- Ensure regular two-way communication and active engagement with members and stakeholders.
- Represent BWA within the community and with key stakeholders as required.
- Ensure the Association is a valued and respected part of the broader Queensland hockey community.

KEY RELATIONSHIPS

Reports to: President and the BWA Board of Management

Internal:

- BWA Staff
 - Member Development Manager
 - Competitions, Database & Events Officer
 - Tours, Finance & Procurement Officer
 - Development Officer
 - Grounds staff
- BWA Volunteers
- BWA Life Members

External

- BWA Member Clubs
- Hockey Queensland
- Brisbane Hockey Association (BHA)
- Hockey Brisbane (HBI)
- Brisbane Hockey Management Group (BHMGM)
- Brisbane Softball Association (BSA)
- Brisbane City Council office and Communities Facilities providers
- Federal, State and Local Government local members
- Sponsors

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:

- Demonstrated management and leadership experience, preferably within a sporting organisation
- Strong people skills with the ability to relate to people at all levels whilst managing and balancing the interests of staff, contractors, coaches, umpires, players, members, parents and stakeholders
- Excellent organisation and time management skills with the ability to navigate competing priorities
- Sound knowledge of budget and financial procedures with demonstrated competency in the use of Xero or similar product
- Asset and facilities management experience
- Excellent written and verbal communication skills, with administrative skills and experience across the Office 365 and RevSport database technologies
- Willingness to assist with any of the day-to-day activities of the organisation doing whatever it takes to get the job done
- Alignment of personal values to those of the Association
- Experience working with and alongside volunteers and an ability to harness specialist knowledge
- A love for the game and the local community (desirable)
- Qualification in business / sports administration (desirable)

You must hold a Qld Govt Blue Card or be able to obtain one as soon as possible, and before commencing employment with BWAH.

WEBSITE & SOCIAL MEDIA

For more information and news items on all facets of activities, services and programs, visit:

Website: bwha.com.au

Facebook: [facebook.com/brisbanehockey.1](https://www.facebook.com/brisbanehockey.1)

Instagram: [@brisbane_hockey](https://www.instagram.com/brisbane_hockey)

REMUNERATION GUIDE

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

HOURS OF WORK

This is a Full-Time position. Due to the nature of the role and the sport industry, this position requires a person who is able to work flexible hours including after hours and weekends for various BWAH meetings, activities and to meet the needs of the BWAH membership.

INDICATIVE TIMELINES

Interviews and the appointment of the General Manager, BWAH are scheduled for mid-October 2023. The successful candidate would be expected to commence duties ASAP (by negotiation), mindful of notice periods and general availability.

APPLY TO

Your application should be sent electronically to bwhapresident@gmail.com. Applications will close on Wednesday 18 October 2023 at 11.59pm (AEST).