

SOUTH AUSTRALIAN ROWING ASSOCIATION

Position Description

Position Title:	Business Manager
Reports To:	SARA Executive Board
Subordinate Positions:	Office Manager, Elite Development Officer, Scholarship Trainee.
Remuneration:	In the vicinity of \$55,000.00 per annum plus superannuation

Responsible to the SARA Inc Executive Board for all key activities as identified in SARA Strategic Plan 2008 to 2012.

Responsibilities

Domestic and Major Events Convene and manage SARA Domestic regatta program in conjunction with Regatta Committee Chairman and SARA Office Manager and others as required.

Liaise with parties conducting regattas within the SARA regatta program to ensure compliance with requirements for the conduct of such events and provision of adequate facilities.

Prepare submissions for SARA in seeking the conduct of Rowing Australia Championships.

Oversee the ongoing implementation, management, and review of ROMS and supervise the office manager in this regard.

Liaise with Local Government in relation to the use of rowing venues and bookings for regattas.

Develop a relationship with and liaise Heads of Rowing Schools and School Rowing Coordinators leading to the Head of The River Regattas.

Management of Facilities Manage SARA's West Lakes Facility in relation to existing and new leases, ensuring adherence to lease conditions, use of clubrooms by other parties, cleaning contracts, and day to day maintenance.

Manage the provision and use of the West Lakes Social Rooms.

Maintain effective relationships with major users of the facility including Education Department.

Manage existing capital works projects and maintenance programs to ensure completion in a timely manner and within budget.

Identify opportunities for the upgrade of existing facilities by applying for Grants and other forms of funding assistance.

Development

Assist the SARA Elite Development Officer to ensure that key indicators are met in relation to established rowing development targets and programs.

Liaise with all SARA Clubs to assist and identify opportunities for development of club rowing addressing issues in relation to problem areas and improvement of performance.

Ensure coaching accreditation and official education programs are implemented and conducted on a regular basis as well as the provision of other relevant materials.

Assist in the development of pathways for the transition from school to club rowing.

Business Plan / Finances

Responsible for preparation of annual business plans and financial budgets in conjunction with the Office Manager.

Report monthly to the Executive Board on performance against the Business Plan.

Report monthly to the Board on the current financial position including profit and loss statement and debtors

Ensure that all obligations and commitments within the approved annual budget are enacted in accordance with the Business Plan.

Provide advice to the Executive Board on potential strategic opportunities to assist in the promotion and performance of the sport of rowing.

Maintain effective liaison with all stakeholders including relevant Government instrumentalities eg Department of Recreation and Sport, SASI, Local Government, Sports SA as well as Rowing Australia and other State Associations.

Responsible for the overall performance and management of the SARA office and its staff.

Marketing and Promotion

Identify opportunities for sponsorship and promotional activities and implement strategies to assist in attracting and securing long and short term sponsors.

Prepare sponsorship proposals in conjunction with the Board as necessary.

Person Specification

An understanding of or a strong interest in the sport of rowing.

A relevant qualification and/or experience in Business or Sports Administration.

A sound understanding of financial management with experience in preparing budgets, analysing financial statements. Previous experience with a commercial accounting software package will be highly regarded.

Ability to prepare and action business plans in line with the SARA board's strategy.

Experience in managing a facility or exposure to property management.

An ability to work with and include volunteers in obtaining the outcomes of the SARA Business Plan.

Experience in Event Management.

An ability to liaise with outside parties involved with the sport of rowing in South Australia eg Government Departments, building contractors etc

An understanding of athlete needs and expectations in regard to development.

An understanding of marketing and promotion techniques.