

Golf Operations Manager – Golf NT

Golf NT Inc. currently employs the following:

- Operations Manager – full time.
- Office Manager – part time.
- Development Officers – ad-hoc delivering MyGolf programs at schools.

The organisation has 11 affiliated golf clubs as members with an associated membership of approximately 2500 individual golfers that are located across the Territory.

The role of Golf Operations Manager (GOM) is to provide leadership and management of Golf NT's programs and operations. In conjunction with the Golf NT Board, the GOM will manage the day to day operations of the Association and work to achieve the objectives of Golf NT's Strategic Plan.

The successful applicant should read the job description below and prepare an application that addresses the Selection Criteria. **Applications close Thursday 16 March 2017.** For more information and to submit an application please contact our Office Manager via email vickib@golfont.org.au

The main objectives of the Strategic Plan are:

- To promote and advance the game of golf, particularly in the Northern Territory.
- To promote, manage and control Association golf tournaments.
- Provide sustainable pathways for all golfers.
- Administer golf and its finances effectively.
- Establish and maintain relationships to develop golf.
- Generally to engender by association a communal feeling amongst golfers and to promote the best interests of the game.

The GOM is responsible for the following tasks on a regular basis for Golf NT:

Governance and Strategic Planning

- Provide executive reports as required by the Board.
- Manage the development, implementation and review of the Strategic Plan.
- Manage the Association to deliver the expected outcomes identified in the strategic plan.

Commercial and Finance

- Ensure that all projects and activities are conducted effectively and efficiently and managed within budget targets.
- Help to identify and rationalise expenditure where appropriate to ensure that the use of limited resources are maximised at all times.
- Provide assistance in the areas of sponsorship, marketing, media and public relations.
- Maintain and review existing sponsorships, and increase sponsorship revenue through the establishment of new commercial partners.

Operations

- Oversee the management of all functions and programs, including high performance programs, events and tournaments.
- Assist with grant applications when applicable.
- Evaluate the Associations ability to deliver planned outcomes every six months and submit written reports to the Golf NT Board summarising the evaluation and expected impacts on achieving outcomes – in particular, post tournament reviews and review of NT Government and Golf Australia key performance indicator targets to ensure they are met.
- Provide support to the sub-committees of the Board when required.

Representation

- Represent the Association to its membership. Develop and maintain strong communications and working relationships with member clubs.
- The GOM is expected to work independently, with demonstrated high level initiative, strategic thought processes and exceptional judgment to achieve all outcomes.
- Close liaison is required with the Office Manager, the Board and members of Golf NT Sub-committees to identify and meet service and information requirements.
- The GOM role will require a significant commitment – there will be a requirement for irregular out of hours work and a small level of intrastate and interstate travel.

Selection Criteria

1. Demonstrated experience in the operations of a not for profit or similar organisation with the ability to be the leader and advocate for golf promotion and development within NT.
2. Ability to develop and support the promotion of current and new initiatives that encourage increased participation at all levels.
3. Demonstrated broad, management experience including sound business acumen, financial management, desktop computer software and social media understanding.
4. Possess strong relationship management skills and the ability to work with a diverse range of stakeholders.
5. Possess strong communication skills, with the capacity to communicate information and recommendations accurately, clearly and succinctly.

Pre-employment Checks:

National Police Check – Working with children (NT Ochre Card).

Remuneration Package

The successful applicant can expect a remuneration package of approximately \$80,000 (which includes super, car allowance and mobile phone). Position until July 2019 pending ongoing Association funding. Position will be up for renewal in March 2019.