



Athletics Bendigo Incorporated General Management Contract

About Athletics Bendigo

Athletics Bendigo is administered by a Board comprising representatives of Bendigo Little Athletics and the four Athletics Victoria affiliated clubs Bendigo Harriers, Bendigo University, Eaglehawk and South Bendigo.

Athletics Bendigo manages the Bendigo Regional Athletics Complex located at Retreat Rd, Flora Hill on behalf of the City of Greater Bendigo. This venue is utilised for school athletics carnivals, Little Athletics competition, Athletics Victoria competition, training, and other major and community events.

The Role

Athletics Bendigo is seeking a General Manager to lead the organisation in carrying out all functions for its not-for-profit operations at our first class facility, and to continue the promotion of athletics in the region.

Key Tasks

The key duties of the General Manager include but not limited to the following:

Organisation Administration

- Liaise with Local, State and Federal Government and athletics body representatives on behalf of Athletics Bendigo
- Prepare reports and take the role of secretary for the Athletics Bendigo Board.
- Overseeing the financial operation of the athletics complex and organisation.
- Working with and ensuring the equipment and administrative support needs of Competition Managers, Volunteers, Officials and Committees are met.
- Support and oversee the Bendigo Little Athletics Centre Committee and the Athletics Bendigo Region committee.
- Represent Athletics Bendigo as a key spokesperson in the media, where appropriate.

Venue Management:

- Manage the booking of the facility and attract potential new hirers, business or events to the complex.
- Oversee the operations of school athletics carnivals, events and competitions.
- Oversee the operations of the cleaning and canteen contractor of the complex.
- Liaise with council departments and staff in the upkeep and presentation of the facility.
- Liaise with external contractors as required, for events and competitions.

Sponsorship and Grants

- Attract and manage sponsorships on behalf of Athletics Bendigo.
- Submission of grant applications and administration of successful grant programs on behalf of Athletics Bendigo.



Time Commitment

The role is largely autonomous requiring initiative in working with volunteers, Competition Managers, local government, coaches and athletics committees under the direction of the Board of Athletics Bendigo.

As with many roles in sport administration, the hours will fluctuate throughout the year, however with ebbs and flows of the seasons, the expected hours are in the order of 25 hours/week over a twelve month period.

School Athletics Carnivals

Most school athletics carnivals are held between early March and mid-June in term 1 & 2 and then from August to mid-October in term 3.

Summer Track Season

The Summer track and field season has competition over most weekends between October and March each year. Generally, competitions are held on Saturday mornings for Little Athletics and Saturday afternoon for Bendigo Region athletics with a few variations.

Special Events

The complex occasionally hosts championship events and is used for special events such as Relay for Life and other community based functions.

Winter Cross Country Season

The General Manager supports local cross country events and the Bendigo Region's representative teams competing in the Athletics Victoria XCR series. This includes arranging bus transport and entering relay teams as well as playing a lead role in any event hosted in Bendigo.

NOTE: The General Manager is not required or expected to attend all events at the complex or involving the Bendigo Region or Bendigo Little Athletics. However, attendance at as many events as possible is encouraged.

Personal Attributes

- Passion for athletics and enthusiasm to assist Athletics Bendigo to grow the sport of athletics.
- Strong administration skills using Microsoft Word, Microsoft Outlook, Google Calendar etc.
- Minimum Level 2 First Aid preferred.
- Current Working with Children's Check.
- Financial management and recording skills.
- The ability to use initiative, make decisions, be flexible and unbiased towards clubs.
- Excellent interpersonal skills capable of dealing with a wide range of people from volunteers, athletes, coaches, officials, teachers, school children, sponsors, first aid staff, to government and state and national athletics bodies.
- Be physically fit to perform movement of equipment.
- Skills in conflict resolution.

Remuneration

Interested parties are invited to make enquiries with the General Manager or at the time of interview.

Expressions of Interest

Confidential enquiries or requests for further information can be directed to:

Terry Hicks on 0417 881 442 or email to gm.athsbendigo@gmail.com