



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

APRIL 2025



Job & Person Specification

Chief Executive Officer

POSITION DESCRIPTION

Position Title: Chief Executive Officer

Reports To: The Board

POSITION SUMMARY

The Chief Executive Officer will be responsible for all operational aspects of the Norwood Football Club and Redlegs Club (the Club). This will be undertaken in conjunction with the Club Strategic and Business Plan, as developed with and by the Board.

PRINCIPAL ACCOUNTABILITY

Working with all stakeholders of the Club, the CEO will be accountable for all areas of the business operations, including (but not limited to) football, licensed club, marketing, financial, human resources, public relations, media liaison and governance.

The CEO is accountable to the Board of the Club, and will report to the Board both directly and through the President.

KEY POSITION RESPONSIBILITIES

Key responsibilities of the CEO role are outlined as follows.

NB - the position description provides a broad description of the job and reflects a particular point in time. The description and list of duties are not to be seen as 'set in concrete' and may change to reflect changes in the business and/or industry.

1. Governance

- 1.1 Work with the Board to ensure currency of a Strategic and Business Plan.
- 1.2 Ensure planned KPIs are achieved.

- 1.3 Manage all areas of the organisation to ensure maximization of resources and outcomes from activities undertaken.
- 1.4 Arrange and participate in Board and other required meetings.
- 1.5 Act as an ambassador for the Club in its dealings with all external stakeholders.
- 1.6 Act as the Clubs *Responsible Officer* to ensure all legal, compliance and constitutional requirements are met.
- 1.7 Act as minute secretary at all Board meetings, disseminate and provide minutes to the Board in a timely manner.
- 1.8 Supports the Board in its governance roles.
- 1.9 Works collaboratively with the President to focus Board attention on strategic issues and business development.

2. Finance

- 2.1 Ensure the sound financial position of the club through the diligent and timely maintenance of accounts for all aspects of the Club.
- 2.2 Provide accurate written reports to the Board at least on a monthly basis regarding all aspects of the Clubs financial position.
- 2.3 Oversee the annual preparation of the departmental budgets plus manage and report on the ongoing progress of actual results against budgets monthly.
- 2.4 Ensures budget targets are met, exceeded or reviewed if not achievable.
- 2.5 Ensures financial management systems, policies and procedures contribute appropriately to the achievement of the Club strategic and operational objectives.
- 2.6 Be responsible for all legal, compliance and other statutory financial obligations of the club to ensure full compliance with relevant legislation.
- 2.7 Manage the assets of the Club in a manner consistent with the Constitution, Strategic and Business Plan.

3. Football Operations

While this function will be driven by the General Manager (GM) Football, the Chief Executive Officer will assume responsibility for:

- 3.1 Overseeing the work of the Football Operations Department and the GM Football
- 3.2 Ensure a properly developed Football Operations Plan is in place and is being executed in the line with the Strategic and Business Plans.
- 3.3 Support and mentor Football Operations Staff to assist in the achievement of football outcomes.

4. Marketing, Membership & Sponsorship

- 4.1 Be part of the Management and Committee that Oversees the work of the Marketing Department.
- 4.2 Ensure a properly developed Marketing Plan is in place and is being executed in line with the Strategic and Business Plans.
- 4.3 Support and mentor the Marketing Staff to assist in the achievement of marketing, membership and sponsorship outcomes.

- 4.4 Develop and manage the development of new revenue streams and new club membership initiatives.
- 4.5 Maximises opportunities to project a positive, authentic image of the Club to build brand awareness, reputation and community reach.
- 4.6 Seeks and secures delivery partnerships with likeminded organisations to enhance and build the Club brand and presence.

5. Licensed Club

- 5.1 Oversee the work of the Licensed Club Manager to ensure the achievement of operational targets.
- 5.2 Work with the Licensed Club Manager to develop additional income streams and maintain strict cost control through the Licensed Club facility.

6. Stakeholder Interaction

- 6.1 Represent the Club at relevant SANFL meetings/forums and on day to day operational matters where required.
- 6.2 Ensure effective communication with affiliated leagues and other football organisations in particular our zone leagues and clubs.
- 6.3 Be a visible and positive presence with key sponsors, members and stakeholders,
- 6.4 Be a positive, known and accessible presence to all stakeholders.
- 6.5 Act as the point of contact for media and other public relations opportunities, always representing the Club in a positive and professional manner.
- 6.6 Ensure effective and positive liaison with relevant Local, State and Federal Government personnel and agencies to the benefit of the Club.

7. Human Resources

- 7.1 Hold delegated authority from the Board to supervise and manage all staff of the Club within agreed parameters.
- 7.2 Be responsible for the adherence to all legislative requirements as they pertain to employee welfare and management.
- 7.3 Ensure full knowledge of and compliance with the Club's Human Resources Policies
- 7.4 Encourage and foster a commitment to employee development, training and progression.
- 7.5 Oversee payroll functions, and ensure appropriate employee records are maintained

7.6 Strategy

- 7.7 Contributes significantly to the leadership, football and business direction of the Club.
- 7.8 Leads business improvement in relation to systems, processes and IT.
- 7.9 Anticipates and responds well to internal and external change imperatives, opportunities, threats and challenges.

7.10 Risk Management

- 7.11 Provides feedback to the Board on significant risk management matters
- 7.12 Overseeing the identification of potential threats to the Club's reputation, financial sustainability, operations, cyber security, etc.
- 7.13 Leading a culture that promotes prudent risk management practices, calculated risk taking and effective internal controls.

PERSON SPECIFICATION

1. Qualifications

- 1.1 Tertiary qualifications in a relevant business discipline, sports administration or equivalent experience is highly desirable.
- 1.2 A demonstrated commitment to a program of ongoing professional development is highly desirable.

2. Demonstrated Skills

- 2.1 General management of business operations.
- 2.2 Management of financial processes, reporting and compliance.
- 2.3 Development and application of strategic and business planning.
- 2.4 Business development.
- 2.5 Management of staff and departments.
- 2.6 Board and stakeholders liaison.
- 2.7 Advocacy and representation.

3. Demonstrated Abilities

- 3.1 Leadership of people.
- 3.2 Excellent time management capabilities.
- 3.3 Excellent interpersonal skills.
- 3.4 Good problem solver- both at the macro and micro levels.
- 3.5 Confident and capable public speaker.

4. Personal Attribute

- 4.1 Professional, well groomed and well presented.
- 4.2 Self starter and self reliant.
- 4.3 Positive approach.
- 4.4 Flexible and adaptable.
- 4.5 Goal oriented.
- 4.6 Proactive and energetic.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.