

## **General Manager Dunedin Gymnastic Academy**

**Purpose:** The General Manager is the senior position in DGA and provides overall leadership towards the outcomes agreed with the clubs governing Committee.

The GM must bring the personal drive and enthusiasm needed to ensure DGA is a highly regarded and supported sports and recreation provider with a sustainable business plan and future. This includes ensuring there is necessary funding, staffing, forecasting, operational and administrative processes, and a positive and safe culture in place for both athletes and staff. Bringing the values of the club to life will provide an exceptional experience for club members and ultimately achieve the club's vision.

**Reports to:** Dunedin Gymnastic Academy Committee (specifically the Chair)

**Direct Reports:** Operations Manager (proposed new role), Financial Administrator, Programme Leads, Academy Coaching Staff. Most roles in the club are part-time augmented by voluntary support.

### **Responsibilities**

#### Strategy and Planning

- Develop in partnership with the Committee, a clear purpose and vision that drive energy and commitment for the club
- With the agreement of the Committee, create plans and strategies that will assist the organisation in working toward achieving its purpose ensuring these clearly outline timeframes, actions and who has the overall responsibility.
- Oversee a DGA marketing and promotional plan to align with the organisation's purpose

#### Culture, Leadership and People Management

- With the committee, work to align the purpose and vision of

DGA with key behaviours and standards that align with the values required for a safe and healthy club for all staff, volunteers and athletes

- Foster a culture that ensures the quality of coaching and the experience of members is exceptional, making DGA the club of choice for new and existing members. This includes provision of programmes for performance monitoring and coach education and development.
- Strike an effective balance between high performance athlete development and participatory membership in the club. Create pathways for both national level success in competitive and great experience in participatory.
- Ensure staff have agreed goals and objectives and receive timely feedback and at least one formal review annually
- Ensure staff are provided with the necessary support to enable them to effectively manage, lead and guide their own teams and volunteers.
- Oversee the recruitment for new members of the team ensuring the recruitment process adheres to and complies with best practice

### Operational Management

- Lead the establishment of the new role of Operations Manager (direct report) which will encompass the core administrative activities required to be done well and efficiently for a thriving club
- With the assistance of the Operations manager, ensure DGA complies with applicable legislative, regulatory and compliance requirements i.e. Employment, Health and Safety, Privacy and Confidentiality, Child Protection, financial reporting and lodgement etc.

- Develop and manage relationships with key stakeholders including Gymnastics NZ, Sport Otago, Dunedin City Council, Funding Providers, Sponsors, etc.
- Conduct six monthly reviews to assess the business risk to the organisation, identifying and reporting to the Committee, areas where risk may have increased or decreased or where new risks have emerged along with suggested strategies that may minimise or eliminate the impact of the risk.
- Ensure DGA has an effective maintenance and asset management programme across all DGA assets and facilities, ensuring gyms are fit for purpose.
- Oversee the programmes offered by DGA to ensure quality programmes are being delivered and class coach ratios are managed to agreed levels and set budgets.

### Finance and Fund Raising

- Oversee the finance / accounting function of the organisation, with the assistance of the Operations and Finance roles, ensuring financial practices are prudent and the financial risk to the organisation is minimised
- Ensure expenditure is authorized, cash flow is managed, financial reporting is regular, budgets and fees are set annually.
- Develop and implement budgets that ensure the ongoing financial viability of the organisation, ensuring this takes into consideration fluctuating factors such as operating costs, member numbers, staff costs etc.
- Establish and implement frameworks to ensure DGA maximises funding opportunities through sponsorship, grants, fundraising etc.
- Agree external funding targets with the Committee and report monthly on activity

## Communications, Marketing and Promotion

- Ensure DGA implements an effective marketing and promotions programme in line with our purpose and vision.
- Ensure an effective communications programme to members is implemented (and wider community/stakeholders as needed).
- Ensure DGA can host regional/interregional competitions.
- Ensure marketing collateral i.e. website, social media etc. is updated and maintained in accordance with the marketing plan
- With the support of the Operations Manager, coordinate where needed, club events i.e. promotional or fundraising events.
- Maintain effective communication across the organisation and with club members, keeping the Committee informed and abreast of significant/critical issues

## Health and Safety

- Identify Health and Safety obligations and ensure DGA is fully compliant in regard to legislative Health and Safety requirements and obligations.
- Keep abreast of not only the organisation Health and Safety duties under the Health and Safety at Work Act 1995, but also individual responsibilities and duties
- Identify appropriate training requirements for yourself and as well as employees and volunteers organisation wide.
- Ensure employees and volunteers participate in appropriate training and accurate training records are kept.
- Ensure that hazards arising from, or associated with project or activities undertaken are identified, reported and managed including self-management where appropriate.

- Ensure Health and Safety documentation including policies, procedures, hazard/risk registers etc. are reviewed regularly to ensure they remain relevant to and reflect the needs of the organization.
- Ensure Emergency procedures for all facilities are clearly outlined, understood and followed by all employees, volunteers and visitors.
- Contribute on an on-going basis toward maintaining a safe environment both for yourself, those working with you or in your close vicinity and visitors to the club.

**Person Specification:**

- Tertiary level qualifications relevant to the role
- Prior experience reporting to or working closely with a board or executive committee, and possibly within a not-for-profit environment
- Demonstrated experience working with a small team as an effective leader creating a positive environment
- An understanding of the gymnastics environment and the intricacies within (or at a minimum an interest in understanding these).
- Strategic thinking skills with ability to translate priorities to clear work programmes.
- Demonstrated experience developing and implementing policy, procedures and processes including those with strategic objective.
- A strong business and financial acumen with the ability to apply this in a practical context.
- Familiarity and understanding of funding bodies, sponsorships,

grants etc. including the application process.

- Proven experience building and maintaining strong relationships with both internal and external parties.
- Excellent written, verbal and listening skills including the ability to clearly articulate and communicate
- A passion for achieving results and producing high quality work.
- Fosters diversity and the synergies achieved through recognition of, and utilisation of, athlete, staff and volunteer unique talents and strengths.
- A team player who enjoys fostering and developing positive organizational culture and club spirit and motivates others to achieve excellent results.
- A high level of integrity and professional and ethical conduct.