

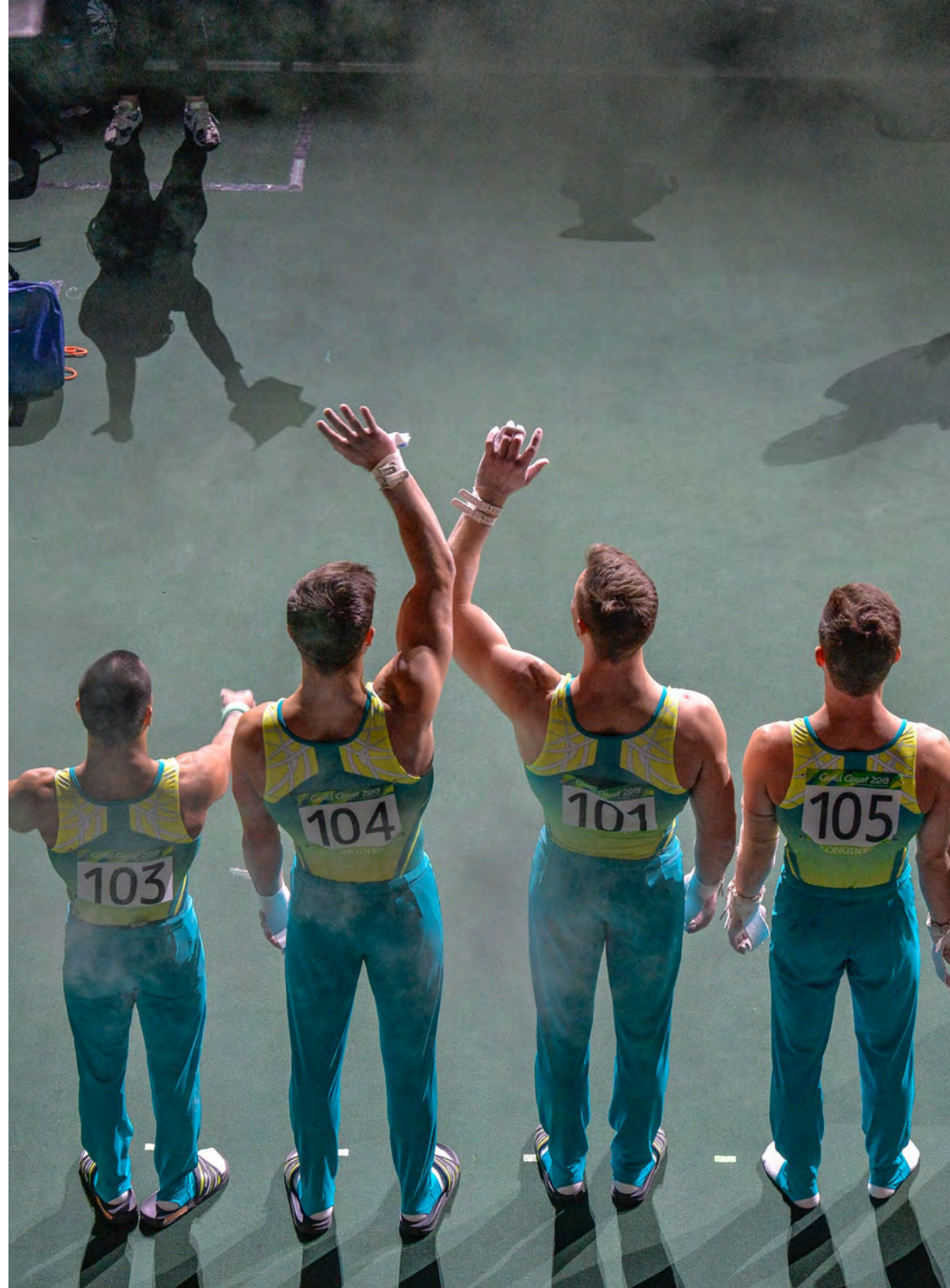


Gymnastics
Australia

**General Manager
Corporate Services**

Gymnastics Australia

SPORTSPEOPLE
RECRUITMENT



- **Executive leadership position**
- **National Sport Organisation - Olympic sport**
- **Oversee core business services, financial management, HR and digital infrastructure**
- **Albert Park, Melbourne location (hybrid)**

About Gymnastics Australia

As the peak governing body for gymnastics in Australia, Gymnastics Australia (GA) is a not-for-profit member-based organisation with a Federated operating model supported by its State and Territory Associations. Gymnastics in Australia includes the disciplines of Acrobatics, Aerobics, Gymnastics For All, KinderGym, Parkour, Men's Artistic, Rhythmic, Trampoline, and Women's Artistic. Each discipline is governed and supported by a National Commission comprised of voluntary technical experts and community leaders. GA provides national frameworks, participation and competition pathways for each gymnastics discipline; as well as delivering national and international events; and providing training and professional development for the gymnastics workforce.

Providing services to 500+ clubs, 7000+ accredited coaches and judges, 800,000+ gymnasts, and gymnastics fans, the GA team is comprised of gymnastics experts, sport management and business leaders. With the head office located in the thriving sports precinct at Albert Park in Melbourne, GA also hosts National Training Centres at the Australian Institute of Sport in Canberra and in Brisbane that work to facilitate high performance pathways and support Australian gymnasts to compete at international benchmark events including World Cups, World Championships, the Commonwealth Games and the Olympic Games.

Vision - An inspiring gymnastics experience for every Australian

Mission - Gymnastics Australia grows the gymnastics community by fostering wellbeing and excellence in everything we do.

"We're looking for an astute business professional to oversee our financial and corporate services functions, systems and infrastructure to ensure they meet the needs of our membership nation wide " **Tom Humphries, COO**



General Manager Corporate Services

Reporting to the Chief Operating Officer, the General Manager Corporate Services is an executive leadership position with a strong focus on financial management and performance, and oversight of core business services including risk management, human resources and digital infrastructure. The primary purpose of this role is to ensure that Gymnastics Australia staff and State and Territory colleagues have the necessary systems, platforms and infrastructure to provide efficient, high-quality, and reliable services to all members and stakeholders.

Working effectively at both the executive and operational level, the role supports a team of direct reports within the Corporate Services Team, which provides exceptional internal customer service to national and state staff, and ensures that essential systems, digital platforms and protocols are in place. The team provides internal financial, risk and project management support and capability building. The team also manages relationships with key suppliers and outsourced service providers.

Modelling considerable business and commercial expertise, this role will work to build financial acumen across the organisation and will empower senior staff with managing their budgeting responsibilities. With strong analytical, critical thinking and problem-solving ability paired with a passion for continual improvement, you are skilled at identifying opportunities to streamline systems and processes and manage operational and cultural changes that promote business efficiencies and raise the standard of customer service.

Communicating and reporting at an executive and Board level, a proven background in engaging and influencing a diverse range of key stakeholders (internal and external) is essential; building strong relationships and creating an environment that encourages constructive debate and the conviction to challenge the status quo if needed.

To be considered for this role you must have a proven senior level of accounting acumen with hands-on experience managing all business financial elements, including reporting, budgeting and bookkeeping. Tertiary qualifications in accounting, business or similar would be looked upon favourably.

A background in gymnastics is not required; however you must be committed to driving a positive change for the systems and processes of Gymnastics Australia. Experience within a sporting or similar volunteer and membership based not-for-profit organisation would be highly regarded.

This is a unique and significant opportunity to help create a stronger sport for the benefit of Australians into the future.



Key Responsibilities

Leadership

- Work effectively with the Executive Leadership team to provide dependable advice and support to the CEO and Board to enable delivery of the strategic plan
- Contribute in a proactive and emotionally intelligent manner to Executive Leadership Team and State CEO discussions creating an environment that encourages constructive challenges and debate
- Lead and role model organisational values within GA and across the broader gymnastics ecosystem
- Provide reliable and consistent operational leadership, managing a team of multidisciplinary staff, creating the conditions for people to achieve success and perform to an excellent standard

Strategic

- Facilitate the development of the annual budget engaging with Board and staff ensuring alignment to strategy and optimal value for money for members
- Oversee the production of financial and corporate reporting for the Board and CEO ensuring ongoing alignment to strategy, optimal financial and business performance
- Build capability and establish systems to promote organisation-wide financial acumen, decision-making and business efficiencies
- Develop and innovate digital systems, platforms and infrastructure that best positions the organisation to service State and Territory Associations and the gymnastics community
- Oversee the development and implementation of strategic risk management promoting a culture of safety and forward planning
- Oversee the development and implementation of staff performance and wellbeing frameworks driving a culture of excellence through reflection and continuous improvement

Stakeholder Engagement and Relationships

- Provide executive and secretariat support to the Finance and Audit Sub-committee, Risk Sub-Committee, and Commercial and Innovation Sub-Committee in close partnership with the CEO, COO and Company Secretary
- Continually build efficiencies and enhance value for Gymnastics Australia members through provision of centralised services and management agreements with State and Territory Associations
- As the executive lead, build and maintain effective relationships with corporate partners and service providers including insurance brokers and underwriters, IT vendors, financial auditors, and landlords
- Deliver exceptional internal customer service for national and state staff, and in doing so, set the standard for how the organization provides services to members
- Engage with teams and individuals across the organization in ways that build capabilities in the areas of project, risk and financial management
- Partner with the Member Services team to ensure that any Corporate Services that extend to or interact with the gymnastics community are adequately designed, implemented, promoted and reviewed

Operational and Administrative

- Oversee the implementation of accounting, bookkeeping, payroll and banking systems ensuring efficient implementation and compliance with relevant regulations and accounting standards

- Produce accurate and timely reports including monthly financial management reports, IT, HR, project and risk updates
- Ensure organisational policies and procedures are in place and implemented effectively, make recommendations as necessary to ensure relevance and compliance
- Manage the administration of the National Risk Protection Program including internal triaging and reporting of claims and coordination of the annual insurance renewal process
- Oversee the ongoing development and implementation of digital platforms including the national database ensuring relevance, optimal value for members and a well-planned approach to troubleshooting and system updates
- Manage the annual financial audit process and ongoing monitoring and implementation of recommendations made by the auditors
- Oversee the implementation and maintenance of HR systems and processes including recruitment, onboarding, offboarding, contracts, training and development
- Oversee procurement processes and ensure the ongoing maintenance and monitoring of an organisation-wide contract register, working in partnership with relevant staff to plan ahead and to deliver on contractual obligations
- Ensure the GA office(s) and work location(s) are run efficiently and effectively, and all practices are compliant with best practice OH&S standards
- Work in partnership with the Executive Leadership team to ensure that priority projects are well planned and resourced with adequate project management support provided by the Corporate Services team

Key Performance Indicators

Every member of the Gymnastics Australia team contributes to the delivery of the national Key Performance Indicators (KPI). The General Manager Corporate Services contributes specifically to the following INSPIRE 2032 KPIs:

- GA has a fully functioning data and analytics platform which is used to inform all key decisions
- GA is achieving 95%+ retention of high performing staff
- 25%+ of GA revenue is coming from non-membership and non-government sources

Corporate Services Team Profile

Primary Customers

- Gymnastics Australia Staff
- State and Territory Association Staff

Primary Stakeholders

- Corporate Partners
- Gymnastics Australia Customers
- Gymnastics Australia Suppliers

Staff

- Finance
- Safety and Risk Management
- Project Management
- Digital Solutions and Innovation
- Staff Performance and Wellbeing
- Business Administration

Core Services

- HR and Wellbeing
- Risk Management
- Accounts Payable and Receivable, Payroll, Finance Reporting
- Digital Solutions and Innovation
- Project Management
- Office Management

Budget and Resources

- Oversight of full business budget and cashflow management (c. \$12m-\$14m)
- Direct responsibility for Corporate Services team budget



Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position**

Overview, candidates applying for this role will require a range of personal and professional skills, including:

Essential

- Relevant tertiary qualifications in finance, accounting, business or sport management
- Strong business and commercial acumen, analytical, critical thinking and problem-solving skills
- Proven experience in leading, managing and developing teams that consistently perform to a high standard
- Outstanding customer service, interpersonal and communication skills
- High degree of computer literacy and digital systems proficiency
- Ability to operate effectively at executive and operational levels
- Valid and current Working with Children Check

Preferred

- Post-graduate qualifications in finance, accounting, business or leadership
- Experience as an executive, CFO or CEO in community, state or national sporting organisation

Values Alignment

Collaboration

- Set the team and organisation up for success, be helpful, and openly share information
- Actively seek opportunities to work together with staff, stakeholders and members
- Listen generously, share what you have heard and learned from others

Excellence

- Seek feedback and data to continually improve what we do and how we do it
- Invest time and energy into your own learning and development, reflect, and be open to feedback
- Focus on your key performance indicators, stick to the strategy

Respect

- Prioritise the safeguarding of children and young people, and protect the integrity of gymnastics
- Provide outstanding customer service, design and deliver exceptional customer experiences
- Build meaningful relationships with your colleagues, members and stakeholders



Hours of Work

This is a permanent full-time position. Gymnastics Australia generally operates during business hours however evening and weekend work is often required to accommodate the delivery of the sport, provide services to members and to support the activities of the Board.

Location and Travel

The General Manager Corporate Services will be based at the Gymnastics Australia office in Albert Park, Melbourne.

Gymnastics Australia offers hybrid and flexible working arrangements with set days in the office (minimum 3 days per week) and remote working days upon mutual agreement.

There are State and Territory offices based in most Australian capital cities, therefore this role may require some domestic travel from time to time.

Remuneration Guide

An attractive market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to call Sportspeople Recruitment to discuss salary before applying if that will be helpful in your decision making.

Residency and Immigration

Candidates must be an Australian or resident with a legal right to reside and work in Australia in order to be considered for this position.

Timelines

Final interviews and the appointment of this role are scheduled for March, 2025.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods, the holiday period and general availability.

Website & Social Media

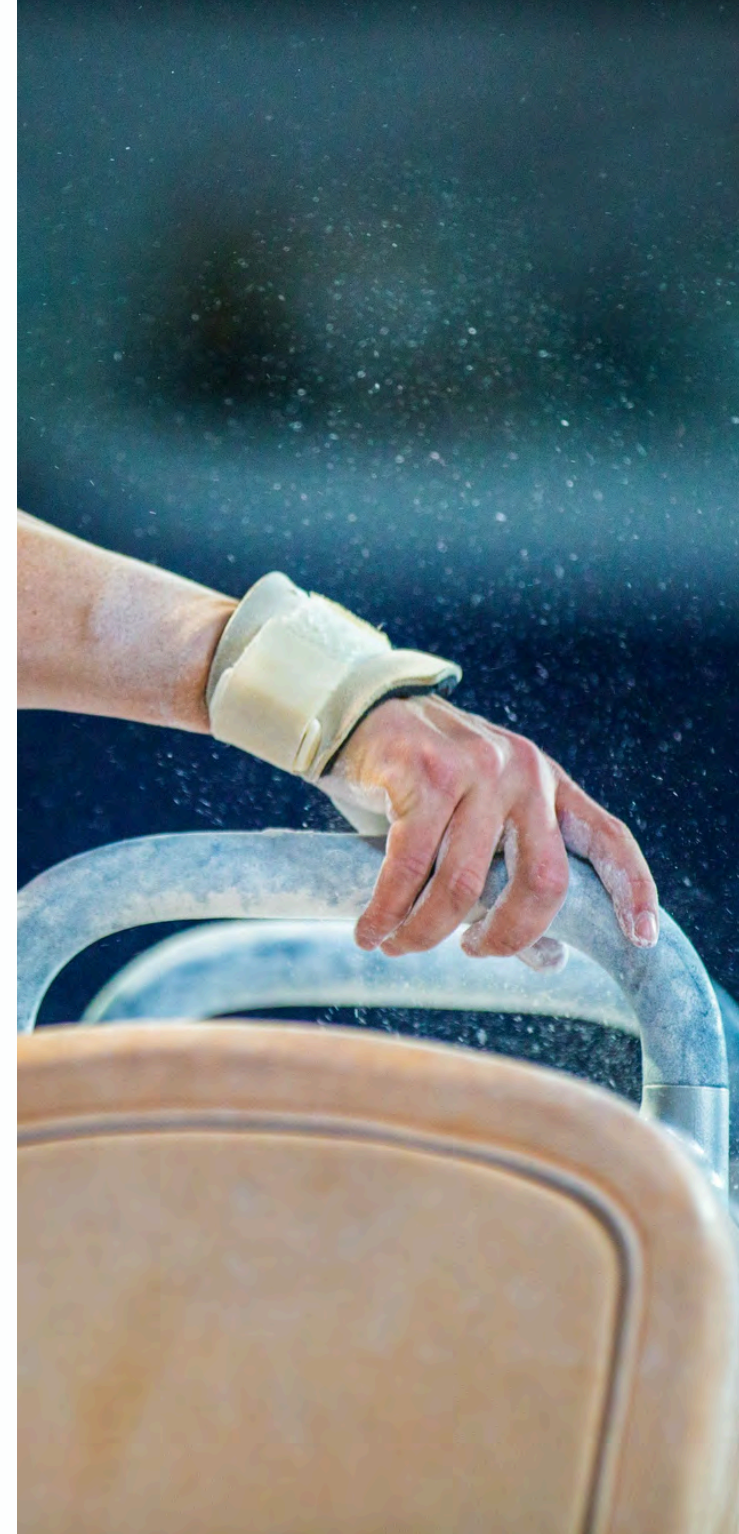
For more information and news items on all facets of activities, services and programs, visit:

Gymnastics Australia Website: gymnastics.org.au

Facebook: facebook.com/GymnasticsAustralia

Instagram: instagram.com/gymaustralia

LinkedIn: linkedin.com/company/gymnastics-australia



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications close: 5pm Sunday 23 February, 2025

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment**

Application Form at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the “apply now” link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FRECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The General Manager Corporate Services, Gymnastics Australia search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 29 years in 2025 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers.

We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Gymnastics Australia as the exclusive search partner for the General Manager Corporate Services position.

Globally connected - locally owned - since 1996

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.



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