

VICSPORT

Manager - Strategic Projects

Vicsport

SPORTSPEOPLE
RECRUITMENT



- **Deliver a wide variety of projects across the industry**
- **Support members in the areas of advocacy, strategy, governance, integrity and more...**
- **Part Time role based at Albert Park (hybrid)**

About Vicsport

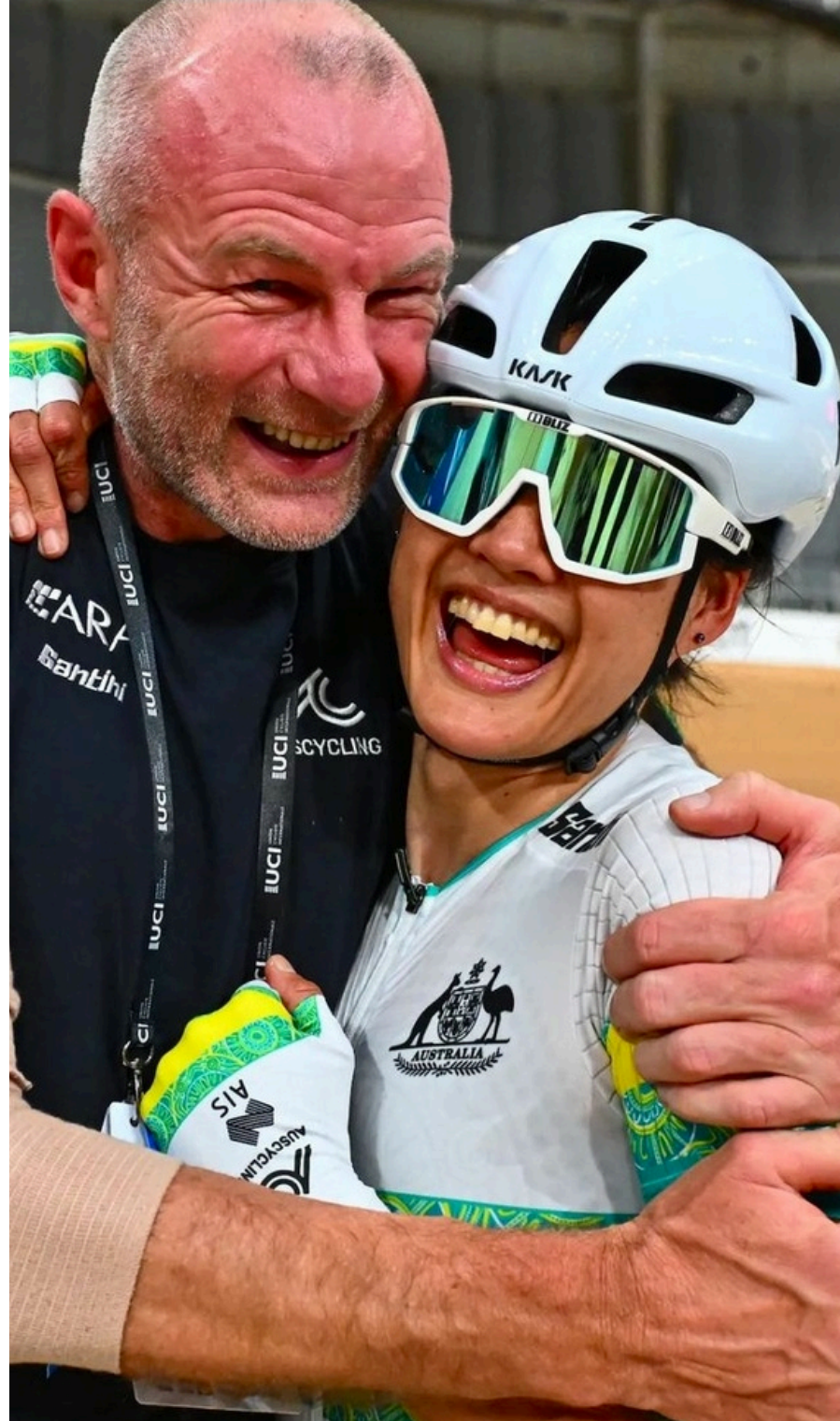
As the peak body for the sport and active recreation in Victoria, Vicsport plays a key role supporting industry-wide, organisational and people development through a range of events, activities and innovative professional development programs.

Sport and active recreation is the single largest community sector in the state. For over 30 years Vicsport has represented the sector providing advice, assistance and support to its members and the broader sports community. The constituency includes 16,000 clubs and associations and an estimated 3.9 million participants, paid staff and volunteers who make a significant contribution to the social, physical, mental and economic wellbeing of Victorian communities.

Vicsport's vision for Victorian sport is a thriving Victorian sports industry, which is well resourced, well governed, innovative and inclusive. Vicsport provides benefits to members and stakeholders by connecting, informing, supporting and enabling sporting organisations to provide opportunities for sport to play a role in the lives of all Victorians.

Why work for Vicsport?

Vicsport has a great workplace culture, with an amazing team who are passionate about supporting Victorian sport and recreation. With the Vicsport 'team approach' to project management, you will be involved in a diverse range of projects across a variety of sports, with access to key members of State Sporting bodies. All staff are invited to attend Vicsport events as part of professional and career development. Vicsport is committed to a gender diverse workplace, with flexible and family friendly work arrangements and hours available. The Vicsport Office is located at Sports House (MSAC), in the heart of the Melbourne Sporting Precinct and staff are provided with free parking and subsidised gym membership at the Melbourne Sports and Aquatic Centre.



Manager - Strategic Projects

Reporting to the CEO, the Manager - Strategic Projects role supports areas of the Vicsport strategic plan such as advocacy, consultancy for members, and governance, strategy and integrity.

Depending upon the nature of the work sourced for (fee-for-service or required in funding contracts) the role may also include managing sub-contracted consultants to assist with delivery and/or internal staff members to support work to be undertaken.

In addition to the fee-for-service and funding projects work, the role will also be involved in providing input for Vicsport submissions and other advocacy type activities. The management of Vicsport's internal business requirements is to be taken on by other roles but may need some support from the Manager - Strategic Projects.

Vicsport has adopted a teams-based approach to delivering its strategic plan, funded and contracted work. The Manager - Strategic Projects is a member of the Vicsport team and will lead projects with team support.

To be considered for this role you will have demonstrable leadership and management experience with the ability to deliver multiple and varied projects simultaneously within deadlines. The ideal candidate will have a detailed knowledge of the Victorian (and Australian) sports industry, in particular sports governance challenges and organisations governed by volunteer boards. You will be a strategic thinker with an evidence based approach to problem solving, combined with strong presentation and communication skills both written and verbal, and the ability to negotiate contracts and lead projects. The ability to build strong relationships with stakeholders at all levels is essential to become a trusted and respected resource in the Victorian sports industry.

Whilst tertiary qualifications in sport administration or business management would be looked upon favourably; more important is the ability to think outside the box to ensure Vicsport delivers meaningful projects that strengthen the sector and therefore enrich the lives of more Victorians through participation in sport.



Key Areas of Responsibility

- Drive the new Strategic planning process and monitor the operations of the project moving forward
- Source additional income opportunities via promotion of fee for service work and development of new products.
- Identify prospective fee for service work and ensure delivery to an exceptional standard.
- Provide input into Government Submissions and other Vicsport advocacy work as relevant
- Contribute as part of the Organisation Team to support delivery of required tasks, including identified SRV funded projects.
- Provide leadership and support to other Vicsport staff.
- Through networking and discussions externally, identify and refer other income generating opportunities ie. workshops, preferred suppliers, etc.
- Provide assistance regarding Vicsport finance and legal compliance where required.
- Other Vicsport duties as required.

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

- Management and leadership experience
- Experience with contract negotiation and project delivery.
- Well developed organisational and project management skills including the ability to prepare a range of documents and reports.
- A thorough knowledge of Australian sports structure and the various stakeholders' roles in sport.
- An understanding of sports governance challenges and working with organisations governed by volunteer boards.
- Experience with working within a team and the ability and confidence to work with a range of people at all levels of sport.
- Experience with financial and office procedures

Desirable

- Experience in planning, managing project milestones, preparing final reports and operational budgets.
- Excellent presentation skills
- A relevant tertiary qualification in sports administration or business management.



Hours of Work

This is a part time position of approximately 25 hours per week (3.5 days). The number of hours and days worked can be negotiated and flexible working arrangements are available.

Due to the nature of the sports industry, some evening and weekend work will be required from time to time.

Location and Travel

The position is based at the Vicsport Office in the heart of the Melbourne Sporting Precinct at Sports House (MSAC), 375 Albert Rd, Albert Park. It is acknowledged that some hours may include work from home.

A small amount of travel throughout Victoria may be required to attend various meetings, programs and events.

Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. Additional benefits include free parking and subsidised gym membership at the Melbourne Sports and Aquatic Centre.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Residency & Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Website & Social Media

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

Vicsport website: vicsport.com.au

Facebook: facebook.com/vicsport

LinkedIn: linkedin.com/company/vicsport

X: x.com/vicsport

Instagram: instagram.com/vicsportau

Timelines

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

The successful candidate would be expected to commence duties ASAP (by negotiation), mindful of notice periods and general availability.



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 16 March, 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 **Angelique Everett on 0401 659 024** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Manager - Strategic Projects, Vicsport 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 Vicsport as the exclusive search partner for the Manager - Strategic Projects 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.





VICSPORT