



POSITION DESCRIPTION

DEVELOPMENT MANAGER

TITLE: Development Manager

DEPARTMENT: Development Department

LOCATION: Hawthorn, Victoria (Bowls Victoria Office)

REPORTS TO: Chief Executive

START DATE: 1 October 2011

SALARY GUIDE: A salary package commensurate with the role as a member of the Senior Management Team

DIMENSIONS

Number of reports (direct and indirect): 5 full-time

Budget responsibility: As directed by Chief Executive

Purpose of the Role

- Provide leadership and assistance in defining the key development objectives of Bowls Victoria with particular reference to Bowls Clubs and their capacity to recruit and retain members and to form strong links to the community;
- Work in partnership with key funding agencies, especially Vic Health and the State Government to ensure delivery of programs under relevant agreements, especially with reference to increasing the participation of girls and women in bowls over the next three years;
- Work in collaboration with Bowls Victoria Regional and Divisional Committees, providing leadership and assistance to them as part of state and local development strategies and programs;

- In partnership with Bowls Australia, manage Bowls Victoria Community Development Officers in their roles of working directly with Clubs, Bowls Regions, Bowls Divisions and BV partners (including Regional Sports Assemblies, School Sport Victoria, Local Government Authorities) to ensure all objectives are met and reported;
- Lead the development of resources and materials as appropriate, hard copy and/or on-line, to directly assist clubs in areas of governance, management, bowls programs and linkages to community partners, and
- Provide regular reports to the Chief Executive and Board on development programs, initiatives and activities, including case studies of successful outcomes.

Key Areas of Responsibility

1. Club assistance programs in conjunction with development staff, the Club Development & Support Committee and Region/Division personnel and committees;
2. Partnerships with Vic Health, State Government Departments, Regional Sports Assemblies, Local Government Authorities, sponsors, and others as identified;
3. Increasing Club Membership, particularly of girls and women, through targeted products and programs for implementation at local level;
4. Developing and promoting alternative playing formats, such as *Forty/40*, to assist increasing participation at Clubs;
5. Website/IT capacity building at Region/Division and Club levels in partnership with *Sporting Pulse*.
6. All matters relevant to Club improvement and sustainability.

Key Outcomes

While focused upon Club management and sustainability programs, the key elements will be developed by the Development Manager in collaboration with key personnel, including the Chief Executive, Bowls Australia Development Manager, relevant Bowls Victoria Board and Committee members, Region and Division representatives, Club representatives with a focus on Key Areas of Responsibility and social participants.

Knowledge, skills and approach required

- A genuine leader with demonstrated capacity to consult, analyze, synthesize, and determine appropriate strategies and actions to meet defined outcomes while also maintaining respect from and collaboration with key stakeholders;
- Thorough understanding and knowledge of bowls in Victoria, particularly with direct experience at Club level;
- Management experience in not-for-profit organizations;
- Capacity to develop and foster genuine partnerships, from State level (such as, Vic Health, Government Department, State Sporting Organization, Local Government or major industry), to Regional and local levels;
- Demonstrated “starter – finisher” manager, capable of commencing programs from strategy formulation through to implementation and review;
- Excellent communication and organizational skills, with experience in multi-tasking across a range of key operational tasks.
- Computer/IT literate and with a clear understanding of the role of digital communication and opportunities for Bowls Victoria and its affiliates.

Major interactions

- Bows Victoria Chief Executive
- Bows Victoria Development Team (including Community Development Officers)
- Bows Australia Development Manager
- Bows Victoria Committees
- Bows Victoria Region and Division Committees
- Bows Victoria Clubs
- Vic Health
- State Government Community Development and Planning Department
- Regional Sports Network
- School Sport Victoria
- Sponsors – as identified

Unique Criteria

- Preparedness to travel intrastate/interstate; work weekends and non-traditional hours as required;
- Tertiary Qualifications in management / sports management very desirable;
- Attendance at National/State Conferences as required;
- An active bowler would be looked upon favourably

Applications to:

Peter Hanlon
Chief Executive
Bows Victoria
PO Box 6080
Hawthorn West 3122

Peter Hanlon
via email to
Karen Gilmartin
kareng@bowlsvic.org.au

Including:

1. Detailed Curriculum Vitae addressing the elements detailed in the Position Description
2. Names and Contact details of two (2) Referees

Applications close: Monday 19 September 2011