

Scarboro Surf Life Saving Club

Job Description – Director Business Development

1. Position Purpose

- Ensures the business activities of the Club, as identified by the Board, are well managed, profitable and present the Club as a responsible business entity to its stakeholders.
- Actively seeks out potential commercial partners and negotiates sponsorship arrangements in the best interests of the Club.
- Oversees the development of a high level of communication and community among members through the delivery of intra-club social activities
- Ensures the club is well promoted to its publics in all aspects of Club activities and services at Scarborough Beach.
- Actively adheres to the Board Governance Policy, including the Club's code of conduct and conflict of interest requirements.
- Maintains a primary focus on member protection, harmony and respect among the membership, promoting the Club's vision and values and providing excellent surf life saving services for the protection of the public at Scarborough Beach.

2. Key Relationships

- This position reports to the Board of Directors.

3. Approved by

- Board of Directors – meeting date 7/4/2019.

4. Major Responsibilities

(Position specific)

- Active promotion and oversight of the Club's merchandise activities.
- Active promotion and oversight of the hire of the Club function facility.
- Active oversight of the development and delivery of social activities for the benefit of members of all categories.
- Development and active oversight of a marketing plan to actively promote the Club to its immediate stakeholders and the wider community, once endorsed by the Board.

- Active oversight of the delivery of sponsor activities in accordance with approved agreements and in the best interests of members.
- Submits to the Board annually a budget for the provision of resources and personnel to maximise the development and provision of business and marketing activities for the benefit of the Club.

(Collective responsibility)

- Active oversight of the Club's Member Protection Policy.
- Developing, promoting and improving the Club's vision, values and strategic plan, consistent with the Objects in the Club's constitution.
- Ensuring the Club's constitution and policies are followed and applied to the fullest extent possible and reviewed annually.
- Participates in the development and maintenance of the Club's risk management plan.
- Ensures planning and financial management is implemented in the interests of the membership.
- Promotes positive social interaction between members, sponsors and key stakeholders.
- Ensures resources are available for the safety of the bathing public at Scarborough Beach.

5. Performance Goals

- Merchandise activities are profitable and delivered in affordable terms to members.
- Club function facilities are well managed, maintained and provide a positive financial return to the Club.
- Members have access to a variety of social activities and functions relevant to their membership category.
- Marketing Plan developed and implemented with outcomes published in the Annual Report.
- Sponsorship income meets desired budget targets and sponsor organisations commit to continued support of the Club.
- Other business and marketing activities of the Club are developed and delivered as required under the Club Strategic Plan.
- Presents regular written reports to meetings of the Board on the business and marketing activities of the Club.
- Scarboro SLSC is regularly promoted in the public eye.
- Annual budget for business development activities is submitted in a timely manner.

6. Mandatory Requirements

- Working knowledge and understanding of the (State) ***Associations Incorporation Act 2015*** (particularly Part 5) and the ***Associations Incorporation Regulations 2016*** – and comply to the fullest extent possible.
- Be in possession of (or applying for) a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Be in possession of (or applying for) a National Police Volunteer Certificate.

7. Competencies

- Excellent inter-personal skills.
- Demonstrated business abilities.
- Possess a high level of enthusiasm when representing the Club to sponsors, stakeholders and the public.
- Confident public speaker and business negotiator.
- Good working knowledge of SLSA, SLSWA and Club policies and procedures, including understanding and awareness of member protection requirements.
- Strong understanding of business contracts and arrangements.
- Strong understanding of the Club's constitution.