

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.
- 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.

2. Key Relationships

- This position reports to the Board of Directors.

3. Approved by

- Board of Directors – meeting date 9/6/2020.

4. Major Responsibilities Position Specific

- Active promotion and oversight of the hire of the Club function facility.
- Development and active oversight of a marketing plan to actively promote the Club to its immediate stakeholders and the wider community.
- 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.

5. Major Responsibilities Board Collective

- 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.

6. Performance Goals

- Club function facilities are well managed, maintained and provide a positive financial return to the Club.
- 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.
- 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.
- Scarborough SLSC is regularly promoted in the public eye.
- Annual budget for business development activities is submitted in a timely manner.
- No lives lost at Scarborough Beach during patrol hours.

7. 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.

8. 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.