

## **JOIN OUR TEAM!**

### **Sports Programs Manager Northern Inland Academy of Sport (NIAS)**

**Position:** Full Time

**Classification:** Sporting Organisations Award 2020 (Coaching & Sports Admin related staff - Grade 3)

**Location:** Tamworth, Regional NSW

Are you a highly motivated and organised person, who is passionate about sport and enjoys seeing young people strive to achieve their potential on and off the field? If you are seeking an exciting career in sports management, located in the vibrant regional centre of Tamworth, then you should consider the position of Sports Programs Manager with the Northern Inland Academy of Sport (NIAS).

NIAS is a dynamic, not-for-profit, community-based organisation established in 1992, one of 11 Regional Academies of Sport in the NSW network, which provides opportunities and pathways for talented athletes and coaches to achieve excellence in their chosen sport. NIAS services a large geographic area which encompasses 12 Local Government Areas, from Tenterfield in the north to Moree and Narrabri in the West, south to the Liverpool Plains and Dorrigo in the East.

The Sports Programs Manager is a key member of the small NIAS Administration team, a position which provides a critical point of contact for all stakeholders and is pivotal to the organisation's capacity to achieve its strategic objectives.

The Sports Program Manager role is to plan, coordinate and implement all elements of the NIAS sports programs. This role is also responsible for the effective delivery of a number of signature NIAS initiatives and business operations. The position requires someone who can efficiently multi-task and has had experience in organising activities with competing priorities, and has a keen interest in sports management, events and marketing, and business administration. NIAS takes pride in being an equal opportunity employer.

#### **Selection Criteria**

##### **Essential**

- Tertiary qualification(s) in sports management, marketing, business and/or recreation disciplines and/or at least two years' experience to the equivalent
- Desire to promote and model the values and mission of NIAS in all interactions with stakeholders and the broader community
- Demonstrated exceptional organisational and project management skills
- Understanding of talented athlete and coach development pathways from regional, state and national level, and FTEM model
- Outstanding communication skills and proven ability to effectively liaise with a wide range of stakeholders - athletes, coaches, families, staff, volunteers, key government departments, sporting agencies, media and local businesses

- Experience with budget preparation and report writing, basic financial and database management
- Experience in planning and effective delivery of medium to large events
- Excellent time management skills and flexibility in undertaking a diverse range of operational and strategic duties
- A team player with an ability to work independently, a solution focused and customer service approach, and growth mindset
- Ability to work flexible hours, including weekends
- A sound working knowledge of computer, digital and social media platforms, including Microsoft programs - Word, Excel, PowerPoint and Outlook
- Possess a Current Driver's License and Working with Children Check

### **Desirable**

- Experience in the Sports sector and knowledge of a variety of sports
- Sports Science industry knowledge
- Current First Aid Certificate

### **Additional Information**

If this position resonates with YOU and you would like to apply, please ensure all selection criteria are addressed, then send your application, current resume and contact details of at least two referees to [hr@nias.org.au](mailto:hr@nias.org.au) by Friday 13 May, 2022.

Should you require additional information regarding the position, please contact NIAS CEO, Mrs Shona Eichorn on 0458 701 701 or [shona.eichorn@nias.org.au](mailto:shona.eichorn@nias.org.au)