



**Chief Executive  
Officer**  
**Croquet Australia**

**SPORTSPEOPLE**  
RECRUITMENT



- **Lead and grow an evolving National Sporting Organisation**
- **Hands-on strategic leadership and stakeholder management focus**
- **Work from home**

## About Croquet Australia

Croquet Australia, provides the framework, policies and procedures for croquet associations and competitions for the malletsport disciplines of Association Croquet, Golf Croquet, Ricochet and Gateball throughout Australia, based on standards outlined by the World Croquet Federation and the World Gateball Union.

With approximately 10,000 members, Croquet Australia operates as the peak body for the administration of malletsports in Australia. Working collaboratively with member states, the organisation advances and promotes competitive and recreational malletsports, including convening and managing interstate and national tournaments and selection of national teams.

*"We're looking for an accomplished sports leader to guide us toward achieving our strategic objectives" Jim Nicholls - Chair*



# Chief Executive Officer

The Chief Executive Officer position is critical to the leadership, development and management of Croquet Australia as the National Sporting Organisation (NSO) for the sport of croquet in Australia, its Member Associations and through them the clubs and players; its financial performance; and its reputation both internally and with national and international croquet organisations beyond Australia. As CEO, you will lead, inspire and implement the strategy of the organisation, its members and all stakeholders, both internal and external.

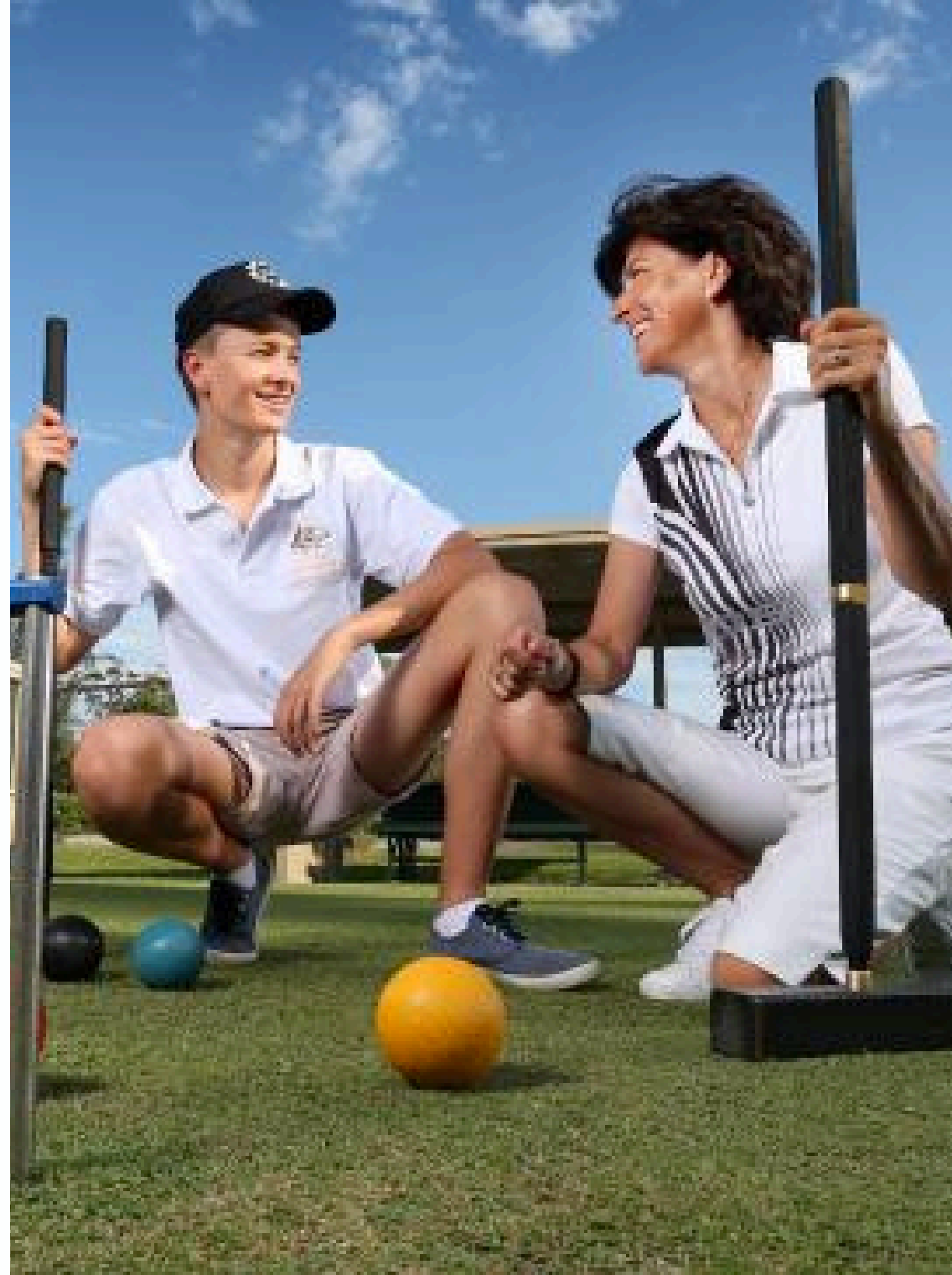
Reporting to the Board, through the Chair, you will be responsible for managing all operations, finances, resources, facilities and staff. Your focus will be on developing and maintaining the highest standards of the sport of croquet in Australia at all levels.

To be considered for this role will have strong experience in a strategic leadership role, ideally from within a sports environment. You will need a collaborative and impactful communication style, with the ability to swiftly build trusted and positive working relationships with a complex network of stakeholders, including volunteers. Open and regular engagement with the Board, staff, volunteers and membership will be key to patiently guide the sport through a journey of change.

You may already have CEO experience or be ready for the step into this national leadership role. Regardless, you will have a proven track record in managing and growing like-sized businesses, budgets and resources, with proven strength and experience across the core functional responsibilities of leadership, governance, relationship/stakeholder management, financial accountability and commercial management.

The role requires an energetic and highly organised self-starter who can work independently and copes well with multi-tasking. Supported by small staff complement (2-3), and a number of highly committed sub committees and volunteer appointed officers, the CEO must also be prepared to roll up their sleeves and work hands-on as required to support organisational activities.

Experience working closely with a volunteer Board would be looked upon favourably. A background in croquet is not required; however you must be committed to providing strong foundations for the growth of mallet sports throughout Australia.



# Key Areas of Responsibility

## Operations

- The Employee will be the Chief Executive Officer of the Association for the purposes of the Registered Associations Act and Corporations Act.
- Full oversight of all the activities of Croquet Australia. This includes sporting activities, administrative activities, entertainment activities and the day to day running of Croquet Australia.
- Management of direct reports and volunteer appointed officers.
- Maintain full compliance with all relevant statutory legislation, including employment, health and safety and licensing.
- Ensure that there is a risk management framework in place so that risk is assessed, reviewed, mitigated, and sufficiently insured.
- Produce regular reports for the Board on financial performance, asset and stock control, marketing activity and human resources.
- Oversee the care and maintenance of all Croquet Australia resources.
- Provide leadership to meet the requirements for all Croquet Australia activities, ensuring that defined KPIs are met.
- Maintain up to date professional knowledge and awareness of the sports industry by using publications, personal and professional networks, and benchmarking against best practice.

## Leadership

- Communicate effectively with directors, members, managers and teams across the entire Croquet landscape.
- Provide staffing succession plans for all staff positions.
- Recruit, induct, and monitor team members.

- Perform regular performance reviews for all staff.
- Ensure that all staff have appropriate opportunities to develop skills, knowledge, and experience to enhance their individual skills.
- Oversee the provision of ongoing education and training for all staff members.
- Address large gatherings of members e.g. at Annual General meetings.
- Provide reports and updates to all State leaders, Appointed Officials, Board Appointed Sub Committee(s) and Event Organising Host Committees.

## Finances

- Ensure the financial stability of the organisation through the adoption of sound financial management principles.
- Ensure the organisation is run as efficiently as possible and to the standards set by the Board.
- Develop and enhance financial reporting capacity to ensure the Board and its relevant sub-committees are up to date with the organisation's financial position.
- Implement and develop the national database systems to provide financial and participation information in the necessary reporting and forecasting formats.
- Work with the Treasurer, Finance Audit and Risk Management Committee and Finance Manager to set annual budgets.
- Monitor performance against operating budgets and take prompt and appropriate action to address variances to ensure that each operating area achieves agreed KPI's.
- Responsible for the prompt reporting of any issues that may impact the financial position of the organisation.

## Strategy

- Provide the operational direction to achieve agreed strategies by the leadership of the management group. This includes the development of operational plans to support the implementation of the overall strategic plan.
- Provide advice to the Board on the development of volunteer pathways (officials, players and events) to improve participation in these pathways.
- Create and manage change to pathways through consultation and communication, with structured implementation plans.
- Remain up to date with key changes in the environment and the community to identify new business opportunities and challenges.

## Marketing and Member Service

- Engage and be visible with the membership to ensure member satisfaction is understood and delivered.
- Monitor customer/member satisfaction to ensure that all teams across the operation deliver excellent service.
- Develop a coordinated marketing strategy to promote the sport of croquet to external stakeholders and to promote the opportunities within croquet to internal stakeholders.
- Identify and develop innovative programs and value added services for all activities of the organisation, including croquet events and tournaments, social events, and external functions.
- Ensure that all promotional events are properly structured and resourced.
- Communicate effectively with external organisations, individuals, and agencies.

## 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:

- Qualifications and/or experience in Sports Administration
- Proven experience as either an executive director or a CEO with experience working with Boards to create and implement organisational and operation strategies
- Strong business acumen and experience of leadership at an executive level a thorough understanding and experience of working with sporting non-profits and how they acquire funding
- Proven project management and planning skills in order to assist the Board to quickly assimilate situations and allow for good decision making, alongside regular reporting against milestones and KPI's
- Highly skilled in finance and marketing
- Experience of working with diverse groups of people in diverse functions such as marketing, human resources and planning
- Proven ability to manage finance systems such as MYOB, databases and electronic communication systems such as Tidy HQ
- Up to date and significant computer literacy skills
- Ability to work under pressure to prioritise workloads and meet deadlines
- Excellent communication skills, including written, oral and public speaking skills in order to advance the organisation in terms of culture, capability, processes, and impact

- Understands the critical importance of the working relationship with the Chair and the Board including the ability to put a contrary view in a concise and helpful manner
- Current Working with Children Check

## Residency and Immigration

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

## Hours of Work

This is a full time position. Given the unique nature of the sport industry, working outside of office hours will be required from time to time.

## Location and Travel

Whilst the Croquet Australia office is currently located in Fyshwick, Canberra. The CEO may work from home anywhere within Australia, with a preference to be located in the Eastern States.

Some travel within Australia will be required to time to attend scheduled meetings, competitions and events.

## Contract Term

This position will be offered as an initial 2-3 year contract (by negotiation).

## Remuneration Guide

An attractive market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations to ensure they are in line with the remuneration banding developed for the role.

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

## Timelines

Final interviews and the appointment of the Chief Executive Officer, Croquet Australia are scheduled for June 2024.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and availability.

## Website & Social Media

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

Croquet Australia website: [croquet-australia.com.au](https://croquet-australia.com.au)

Academy website: [academy.croquetaustralia.com.au](https://academy.croquetaustralia.com.au)

Facebook: [facebook.com/CroquetAus](https://facebook.com/CroquetAus)

## 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 Wednesday 22 May, 2024

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](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via [jobs@peoplerecruitmentgroup.com](mailto:jobs@peoplerecruitmentgroup.com).

## About Sportspeople Recruitment

The Chief Executive Officer, Croquet Australia 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 28 years in 2024 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 Croquet Australia as the exclusive search partner for the Chief Executive Officer position - *our 256th Chief Executive Officer search*.

## 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.



**CROQUET**  
**AUSTRALIA**

