



## POSITION DESCRIPTION

### General Manager

Reports To:	Chair through to the Board
Location	Pony Club Victoria office, Mulgrave
Status	Full time
Direct Reports	4
Approved	Board

The Pony Club movement is an international voluntary youth organisation for young people interested in horses and riding.

Pony Club Victoria (PCV) is the state sporting association representing over 200 pony clubs throughout Victoria and southern New South Wales. Clubs are the foundation of the movement, where riders are encouraged to participate in and enjoy a variety of activities connected with horses and riding within a social club environment. These activities include the conventional disciplines of competition as well as recreational riding activities.

PCV's focus extends beyond coaching riding skills, it promotes the highest ideals of sportsmanship, citizenship and loyalty as well as instilling in members the proper care of their animals.

#### Primary Purpose of This Role

The General Manager will be responsible for developing the sport to grow and lead the overall strategic and operational direction of the organisation. Driving and guiding the growth and development of the sport from participation in line with the agreed strategic plan. Directly responsible for overseeing day-to-day management and drive the commercial and strategic objectives of the overall strategic plan. Development of the staffing team to ensure a smooth functioning and efficient organisation that is focussed on delivering quality support to the PCV members.

#### People of Responsibility

Number of Direct Reports: 4

- Finance services
- Club Development Officer
- Coaching Director
- Admin Support Officer



## Key Responsibility Areas

### Leadership

Providing strong, effective leadership and direction to members and the sport in general throughout Victoria, ensuring future development and promotion through a well-executed participation growth strategy and event/competition related programs.

- Lead the organisation to execute the vision, mission and values
- In conjunction with the Board, develop short, medium and long-term business plans for PCV to deliver against its strategic plan
- Develop a strong organisational structure with the right people in the right positions to implement the strategic and operational plan.
- Work in close consultation and collaboration with the Board and PCV committees to effectively manage and grow the sport.

### Management

Be responsible for managing the day-to-day operations of the organisation, (including the people and financial aspects), as well as driving the strategic direction and ensuring the agreed operational plans are executed on time and reported to the board and members in line with the strategic plan.

- Manage the overall business of PCV
- Take direct responsibility for the implementation and delivery of the day-to-day operation of the sport across key areas: education programs; competition and event management; staffing; finance; administration and policy development
- Establish systems to identify and manage risks within the framework of the Risk Management Policy and report to the Board on the management of risks
- Assess and revitalise communication and reporting systems between the various levels of PCV
- In conjunction with the Board, develop short, medium and long-term business plans for PCV
- In conjunction with financial services, assist in the development of financial management strategies.

### Grow the Sport

- Implementing strategies and practices to grow the participation base throughout Victoria and provide pathways for riders, coaches, officials and administrators of all ages, genders and cultures throughout the state.

### Stakeholder Management

- Liaise with, and provide support to the various members that form the PCV community i.e., riders, coaches, clubs and other officials
- Manage partnerships with key external parties i.e. Vic Health, Vic Sport, Pony Club Australia and other equestrian associations

### Financial

- Ensure that PCV has sound financial management and reporting systems through to the Board and a transparent approach is applied to all financial matters
- Have direct oversight in the development of annual budgets and ensure the ongoing financial health across the whole organisation.



## Success in this position will be measured by

- Strong collaboration and delivery of agreed outcomes with the pony club community
- Ongoing review and implementation of the agreed strategic vision with costed operational plans that deliver tangible outcomes on time and to a high level
- Growing the membership by developing and implementing programs that promote an increase in active participation
- Building a strong team, focusing on development of the team and individuals, and retaining quality staff
- Having a financial strategy in place for a sustainable future
- Being a strong leader who can not only lead a team but actively build relationships with key stakeholders and represent the organisation at all levels.
- Represent Pony Club VIC not only in Victoria, but Australia wide for the growth of the sport

## Skills and Experience

- Proven experience and success at a Senior Management level, with strong leadership skills and the ability to make difficult decisions
- Experience within a membership focused organisation
- Experience working with volunteer boards and/or committees
- Relevant tertiary qualifications in Business and/or Sports Management
- Clear communication skills with an ability to set goals in line with the strategic direction, ensuring these goals are met
- Experience in event management
- Experience in developing and managing operating budgets
- Relationship Management skills
- Highly developed verbal and written communication skills

## Personal Attributes

- Integrity and ethics
- Analytic intelligence and initiative
- Leadership and a willingness to work with others and show empathy
- Outstanding communication skills
- Vision and perspective
- Endurance, tenacity and ability to identify and solve problems
- Enthusiastic, energetic and creative attitude
- Public speaking ability

**END**