



JOB DESCRIPTION

POSITION DETAILS
<p>Title: District Manager</p> <p>SCA: Southland Cricket Association</p> <p>Reports to: Chairman, Southland Cricket Association</p> <p>Location: Queens Park Oval Pavilion, Invercargill</p>
<p>Organisation Purpose</p> <p>The Southland Cricket Association (SCA) has set itself the strategic goal of growing the game in the region, hosting outstanding cricket events, having successful representative teams and being financially secure.</p>
<p>Position Purpose</p> <p>The District Manager is responsible for the effective leadership, growth of commercial revenue, development and management of the SCA to ensure it achieves the strategic and operational goals it establishes from time to time.</p>

Accountabilities:	Expected Outcomes:
<p>1. Financial Sustainability</p> <p>To ensure the financial sustainability of the SCA through the achievement of target profitability and quality financial reporting systems.</p>	<p>1.1 Meet or better the budgeted years end result for the SCA.</p> <p>1.2 To meet or better the SCA reserves targets.</p> <p>1.3 To ensure accounting and management information systems are in place which provide accurate and timely information to the Board necessary for the effective management, development and control of the SCA.</p> <p>1.4 To submit regular reports, financial statements on income and expenditure and consolidate budgets for consideration by the Board of Directors.</p> <p>1.5 To strengthen the organisation's financial base and income stream.</p> <p>1.6 To significantly increase the income and revenue generated through commercial sponsorship and opportunities.</p> <p>1.7 Develop Budgets for Game Development (Board Approved). Ensure they are delivered, documented and accurately followed</p> <p>1.8 Have ownership of all Financial obligations including Data Accuracy, Invoicing, Bank and Reconciliation Accounts</p>

2. Planning & Reporting	
<p>To ensure quality planning processes are in place to deliver the strategic and business goals of the SCA.</p>	<p>2.1 Prepare and present annual operational plans consistent with the agreed strategy.</p> <p>2.2 To ensure that the organisation's administrative structure is effective in achieving organisational goals.</p> <p>2.3 To ensure operating plans and their accompanying goals and objectives are implemented according to specified budget, timeframe and policy.</p> <p>2.4 Reporting as required against NZC Cricket Network Partnership Investment Agreement (CNPI) KPIs.</p>
3. Liaison and communication	
<p>To ensure all stakeholders of the SCA are communicated with in a manner which is appropriate and engenders their continued support and contribution to the SCA's objectives.</p>	<p>3.1 Specific attention is paid to communication and liaison with the volunteer base of the SCA.</p> <p>3.2 Strong relationships are built and maintained with other neighbouring and OCA associations and NZ Cricket.</p> <p>3.3 To represent the SCA in the media as per the communication policy.</p> <p>3.4 To ensure the SCA is recognised, in all facets, as a leading minor cricket province within the OCA area and in New Zealand.</p> <p>3.5 Ownership of communication as per the communication policy to all Stakeholders.</p>
4. Leadership/Management	
<p>To ensure that positive and forthright leadership is given internally in the development, guidance and productivity of staff.</p>	<p>4.1 All staff are formally appraised for performance at least annually and the outcome of these for direct reports is notified to the Chairman.</p> <p>4.2 Identify training needs from the Staff Performance Review process and establish training programme with particular reference to customer focus, staff unity and a service culture.</p> <p>4.3 To develop and build a strong service culture within the SCA.</p> <p>4.4 To ensure all staff have appropriate written individual employment contracts.</p> <p>4.5 To ensure that an appropriate and robust remuneration structure is established and continually monitored and maintained.</p> <p>4.6 Provide leadership to clubs and schools as a business and governance mentor.</p>
5. Commercial Development and Growth	
<p>To successfully fund commercial objectives through the retention and growth of sponsorship and other income streams.</p>	<p>5.1 The objectives of the SCA's Commercial Plan are met.</p> <p>5.2 To establish and maintain strong relationships with the organisation's main Corporate partners.</p> <p>5.3 To maximise the commercial growth potential from the completion of Queen's Park Oval. This to include the setting of targets for all revenue lines.</p>

6. Queen's Park Oval, cricket and events	
To successfully manage the delivery of "cricket events" at Queen's Park Oval and to complete the projects at Queen's Park Oval.	<p>6.1 To maintain a focus in the issue of the completion and development of Queen's Park oval and associated facilities.</p> <p>6.2 Responsibility for delivery of all First Class Cricket at Queen's Park Oval. This shall Include the successful running of associated match day activities</p> <p>6.3 To maintain a focus in the issue of the completion and development of Queen's Park oval and associated facilities.</p> <p>6.4 Lead the management of the Queen's Park Oval indoor centre.</p> <p>6.5 Be responsible for the continued promotion of Queen's Park Oval and its associated facilities within NZ and internationally as a "world class" cricket facility.</p>
7. Personal Development	
To ensure a professional development and training programme is undertaken that specifically enhances the skills of the General Manager in a manner which will contribute to the success of the SCA.	<p>7.1 The GM to visit other sporting bodies with the intention of developing relationships and identify suitable management practices for adoption by the SCA.</p> <p>7.2 The GM identifies their own specific, costed, professional development programme for the ensuing year.</p>

Desired Knowledge, Skills and Experience:	
<ul style="list-style-type: none"> • Experience in general management and / or leadership positions. • Knowledge and experience of the not for profit, volunteer sector, or community sport and the structure it operates within. • Experience in strategic planning, business planning, budgetary planning and operational delivery of these key areas. • Outstanding relationship management skills with ability to work with multiple stakeholders • Experience of working with, developing and fulfilling organisational strategic direction. • A tertiary qualification in Sport Management, Business or similar. • Knowledge and understanding of the sporting landscape in New Zealand and the Southland would be an advantage • Must be legally entitled to work in New Zealand • Excellent, well developed relationship skills, to manage and work in diverse environments. • Excellent written communication and report writing skills. 	

Responsible For / Relationships:	
No. of Staff	3
Internal Liaisons <ul style="list-style-type: none"> • Board of Directors • Policy Advisory Groups • Working Sub committees of the board • Direct Reports • Community Cricket Coordinator • Match Day Manager • Independent Contractors 	External Liaisons <ul style="list-style-type: none"> • Affiliated clubs and organisations including schools • Sponsors and other commercial partners • Local and national politicians • Otago Cricket Association (OCA) • NZ Cricket • District Associations • Media • Invercargill City Council • Gore District Council

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| | <ul style="list-style-type: none">• Southland District Council• Invercargill Licensing Trust• Active Southland (Sport Southland)• Community Trust South• Southern Trust• Maitauru Licensing Trust (&TCCF) |
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