

**EXECUTIVE OFFICER – STATE SPORTING ORGANISATION**

<b>Job Title:</b>	Executive Officer
<b>Employed by:</b>	Queensland Canoeing Inc.
<b>Reports to:</b>	Queensland Canoeing Inc. Board
<b>Employment Type:</b>	Permanent part time (3 days per week) (with potential for increase in days)
<b>Location:</b>	QC Office, Morningside, Brisbane, QLD
<b>Remuneration:</b>	\$45,000 - \$55,000
<b>Role Resources:</b>	Laptop, mobile phone, mileage allowance is included in this position
<b>Start Date:</b>	An immediate start is available

**Background to Queensland Canoeing**

Paddlesports are some of the fastest growing water sports in the nation and there is no better place to paddle than Queensland.

Queensland Canoeing (in the process of changing its name to “Paddle Queensland”) is the State Sporting Organisation responsible for the management, coordination, development and promotion of Paddlesports in Queensland. The term ‘Paddlesports’ includes all types of canoeing and kayaking including the Olympic disciplines of sprint and slalom, as well as canoe marathon, canoe polo, ocean racing, sea kayaking, and all forms of recreation paddling. QC both provides events, training, and activities, and supports its affiliated clubs and discipline technical committees in the conduct of their activities.

Queensland Canoeing is a not-for-profit, incorporated entity, with 32 affiliated Clubs and 1,100+ individual members across Queensland. QC delivers programs to over 5,000+ participants annually through local councils, schools, public and private enterprise. QC represents the interests of paddlers in all Paddlesports to all tiers of government, the public, and Paddle Australia.

**Overview of the Role**

Reporting to the QC Board, the Executive Officer leads a team of currently two staff together with instructors and coaches, to achieve the organisation’s goals.

This role is permanent part-time 3 days per week (with potential for increase to full time if desired as the organisation grows). General work hours are between 9:00am - 5:00pm with weekend and evening work required. Time off in lieu is offered for work hours beyond normal weekly hours.

The Executive Officer works closely with the QC Board, Paddle Australia, the Queensland State Government and local councils, the Paddlesports technical committees, Paddlesports representatives, members, clubs, coaches, volunteers, and the broader Paddlesport community.

The primary responsibilities of the role are:

- Business Development and organisational growth;
- Management and promotion of the interests, business, profitability, growth and reputation of QC;
- Financial management;
- Management of the preparation of and acquitting of grant applications and meeting Queensland State Government funded Key Performance Indicators;
- Management of liaison, promotion and support all affiliated clubs, members, stakeholders, industry and related government bodies
- Attendance at key events and meetings related to paddle sports;

- Provision of leadership and supervision to organisation personnel;
- Ensuring sound ethical management of the organisation.

### Experience and Qualifications

- Demonstrated experience in sports administration or similar
- Demonstrated experience in financial management
- Sound experience in Board and Committee processes and protocols;
- Open unrestricted Driver's License and access to a car.

### Essential Skill Set and Knowledge

- Effective written and verbal communicator with a customer focus and ability to develop good working relationships with key stakeholders
- Demonstrated knowledge and skills necessary to work independently, as well as showing initiative and an ability to work effectively in a volunteer team environment
- Ability to analyse problems, develop solutions, research and handle sensitive and confidential matters with diplomacy and tact;
- Highly organised with the ability to complete multiple tasks at one time and prioritise competing demands
- Excellent computer skills, including Microsoft Office, appreciation of social media platforms, and ability and willingness to learn new IT systems
- Working with Children Check and First Aid.

### Desirable Attributes

- Relevant Degree in Sport or Event Management or similar
- Knowledge of working for a non-for-profit organisation
- Interest in or knowledge of paddling advantageous.

**Closing Date 25<sup>th</sup> July 2018**

### File Attachments

Queensland Canoeing – Executive Officer Position Description 2018

### Apply to

**Name:** The President  
Queensland Canoeing, Inc

**Email:** [qld@canoe.org.au](mailto:qld@canoe.org.au)

### How To Apply

Submit cover letter and CV to [qld@canoe.org.au](mailto:qld@canoe.org.au). Applications will close on **25<sup>th</sup> July 2018**, with interviews of suitable applicants to occur shortly thereafter.

For further information on the role please contact Peter Cooke on 0412 194 717.