

EXECUTIVE OFFICER – POSITION DESCRIPTION

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

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.

DETAILED DUTIES & RESPONSIBILITIES

- Drive growth of the business through revenue generating events, education programs, grants, sponsorship, and growth in members in accordance with the QC Operational and Strategic Plan.
- Liaise with and represent the Queensland paddling community to the State Government, Paddle Australia, sponsors, and other stakeholders.
- Provide support to the QC Board, including the preparation of Board papers, and in conjunction with the Finance and Administration Officer, budgets and working cash flows for monthly meetings and the AGM.
- Management of financial performance of QC, including preparation of and performance against budgets.
- Provide support to and facilitate coordination of Affiliate clubs and specialist technical committees for paddle sport disciplines in respect of events, memberships and activities.
- Development of the QC marketing and communications strategy to maximise regular engagement with QC stakeholders and oversight of communications and marketing activities.
- Provide supervision and support to the Education & Recreation Officer to monitor the Recreational Activities Calendar relative to available government, school and club opportunities.
- Research funding opportunities and facilitate applications to the relevant body (eg. Sport and Recreation Organisation Development Program).
- Provide assistance and support to all QC staff and assist in their professional development, ensuring the completion of half yearly and annual performance reviews.
- Attend key events and meetings related to paddle sports.