

Organisation	Swimming Australia
Unit	Business of Swimming
Position	Event Manager
Immediate Supervisors	General Manager - Events
Employment Status	Contract January 2020 – 24 April 2020
Location	Perth

Join us and share our Vision:

'To enrich and inspire the nation'

Swimming has always held a special place in the lives of Australians. Our outdoors lifestyle dictates the ability to swim and enjoying the water is an essential part of life, but equally, the opportunity for all Aussies to be involved in a safe, inclusive sport, enjoying all the benefits that participation brings, is also critical to the health and wellbeing of our country.

As the national governing body for the sport, we have a clear vision – to enrich and inspire the nation through all we do and achieve. While we are proud of our standing as Australia's most successful Olympic sport, we have a bold strategic plan to ensure future success. Our two key goals are to win when it matters, and to build the tribe. To do this, we cultivate a high performance culture across our business and want to work with people who are not only excited about our ambitions, but aligned to our values – courage, unity and excellence. We aim to have a staff group that is highly engaged, serious about leadership, and working through a lens of continuous improvement.

We have three offices (Melbourne, Canberra and Brisbane) and stakeholders in all parts of the country. Our people need to be resilient, passionate and strategic in order to achieve results. We are an equal opportunity employer, providing a welcoming inclusive, respectful and safe environment for all children, members and staff. We have a zero tolerance approach for child abuse and neglect, illicit drugs and performance enhancing substances. All staff and volunteers of Swimming Australia must complete background screening (Working with Children/Police Check) and as a condition of employment, agree to abide by the Swimming Australia Safe Sport Framework.

About the role

To be eligible for this role, you must be an Australian/New Zealand citizen, or hold permanent residency.

The Event Manager will manage elements of the operational delivery of the 2020 Hancock Prospecting Australian Swimming Championships and the 2020 Hancock Prospecting Australian Age Swimming Championships. Two of our biggest events for 2020, the Australian Swimming Championships is streamed live on 7PLUS, whilst the Australian Age Swimming Championships is our largest participation event with over 1500 competitors.

Position Description

The Event Manager will oversee the effective and efficient management of multiple stakeholders and project areas including fulfilling the role of venue liaison, signage, grandstand installation, timing and audio visual (screen and sound). In addition, they will oversee the delivery of a number of competition elements. Whilst the role does not have any direct reports, it will work closely with the two Event Coordinators within the team.

Please note this role will commence as three days per week throughout January increasing to full time during February and March. The successful candidate will be required to work from 3 – 24 April (inclusive of all weekends and public holidays). This role is based in Perth, however travel to Melbourne in the first week of employment will be required.

Selection Criteria:

- Minimum 4+years' experience and knowledge working in events within a sporting organisation or comparable sector, experience working in swimming will be highly regarded
- Experience in delivering international and/or large national events
- Comprehensive knowledge of management of all event elements as they relate to event delivery, including planning, implementation and evaluation accompanied with the knowledge of all ancillary services that deliver superior spectator experience
- Demonstrated experience managing projects and/or events end to end
- Ability to think tactically and strategically
- Excellent initiative and organisational skills

To be considered you must also possess the following:

- A thorough knowledge of best practices and trends in the event and sport management environment
- Outstanding verbal and written communication and stakeholder management skills
- Demonstrated experience in developing relationships with diverse groups
- Strong conflict resolution skills
- High level of commitment including ability to follow-through

This is an excellent opportunity to be part of a progressive and rewarding environment in a governing sport body.

A cover letter addressing the selection criteria and a current resume should be forwarded to events@swimming.org.au