

Role Description - Selwyn Sports Trust

Title: Executive Officer

Reports to: Trustees of the SST Board

Job purpose:

To plan and carry out the objectives of the Trust according to the deed.

Manage all aspects of the operation of the Trust to ensure alignment to its vision; 'Inspire Participation through Opportunity and Leadership'.

Key responsibilities and accountabilities:

1. Development, production and delivery of all Trust projects from proposal right up to delivery.
2. Delivering Trust events on time, within budget, that meet (and hopefully exceed) expectations.
3. Setting, communicating and maintaining timelines and priorities on every project
4. Maintain and develop positive working relationships with other stakeholders within the Selwyn District and wider South Island, therefore enhancing the SST brand awareness
5. Managing the staffing all aspects of the Trust
6. Managing operational and administrative functions to ensure specific projects are delivered efficiently
7. Being responsible for managing the finances of the Trust including presenting an annual budget to be approved by the Trustees and monitoring actuals against budget and reporting back to the Trustees on a monthly basis
8. Report to the Trustees on all Trust operations at the monthly meetings
9. Ensuring all activities align with and suitably promote the strategic direction of the Trust as formulated by the Trustees
10. Ensuring excellent service and quality delivery
11. Attending to other incidental matters that may be associated with the running of a sports trust