

Position Description

Manawatū Cricket Association General Manager

Position Purpose: The General Manager (GM) leads and manages the operations of the Manawatū Cricket Association (MCA) to deliver the strategic objectives set by the Board.

The GM is responsible for ensuring that the MCA team delivers on the MCA mission to provide positive opportunities and experiences for our Manawatū cricket community through Participation, Development, Enjoyment and Success.

Location: ● Palmerston North.

Hours of work: ● Full-time, including some weekend work.
● Hours vary seasonally, and evening work is sometimes required.

Reports to: ● MCA Board.

Responsible for: ● All employees of MCA.
● Volunteers working on MCA events.

Key Relationships: ● MCA Board.
● MCA Staff.
● MCA Clubs.
● MCA Sponsors.
● Central Districts Cricket Association (CDCA).
● Palmerston North City Council (PNCC).
● Funders.

Accountabilities

1. Leading the MCA Team
 - Take full responsibility and accountability for all operational and administrative aspects of MCA's business.
 - Create an aspirational and enjoyable work environment for the team to deliver the strategic plan.
 - Support retention and development of the MCA team by ensuring professional appraisal processes and professional growth plans are in place for all permanent and fixed term staff.
 - Ensure all staff have current position descriptions and are supported to deliver on agreed annual work plans.



	<ul style="list-style-type: none"> ● Ensure the health and safety of the cricket community, and MCA’s compliance with relevant health and safety and employment law. ● Prioritise increased diversity and inclusiveness in the MCA community.
2. Strategy and Governance	<ul style="list-style-type: none"> ● Lead the implementation of the Strategic Plan with a particular focus on leading equity and inclusion in the cricket community. ● Develop a business work plan with measurable outcomes. ● Report quarterly to the Board on progress against the agreed business plan and strategic priorities. ● Provide timely advice and policy recommendations to the Board relating to management, performances and finances of MCA. ● Implement Board policies and determinations. ● Schedule Board meetings, prepare agenda documents and record minutes.
3. Financial sustainability and growth	<ul style="list-style-type: none"> ● Develop a finance strategy to deliver MCA planned activities and a financial surplus after depreciation. ● Identify revenue streams and pursue fundraising opportunities, including preparing and presenting applications to Gaming Trusts to ensure MCA’s ongoing financial viability. ● Design and deliver sponsorship, fundraising and marketing plans for MCA.
4. Build Relationships	<ul style="list-style-type: none"> ● Build and maintain constructive relationships with all members of the MCA community including the MCA Board, players, parents, schools, supporters, sponsors, funders, umpires, officials and volunteers, PNCC, CD Cricket and NZ Cricket. ● Ensure strong links with Primary and Secondary Schools. ● Ensure MCA communication channels are used effectively to promote, market and disseminate MCA’s news, activities and successes.
5. Hosting events and tournaments	<ul style="list-style-type: none"> ● Secure, host, plan and ensure delivery of MCA, CD and NZC tournaments and games. ● Leverage events, games and tournaments to increase the profile of cricket and MCA in the wider community ● Ensure tournaments and events are an income stream for MCA.
6. Managing resources and facilities	<ul style="list-style-type: none"> ● Plan, organise, and oversee the delivery of major projects undertaken by MCA. ● Ensure all MCA facilities are maintained to an appropriate standard, and that their revenue generating potential is maximised. ● Work with the PNCC, CDCA and NZC to ensure all non-MCA facilities and other infrastructure are in place to facilitate tournaments and events.



Qualifications and Experience

Qualifications

- A degree qualification in a relevant discipline is preferred.

Experience

- Experience in a sporting organisation is essential.
- Proven senior leadership and operational management experience within sport, recreation or business is essential.
- Proven experience in managing budgets and securing funding is essential.
- Demonstrated experience in the supervision, training, mentoring and performance management of staff is essential.
- Demonstrated experience in strategic planning and managing projects is essential.

Capabilities

1. Strategic and Business Acumen

- Able to develop and implement short-term and long-term business strategies to achieve organisational goals.
- Able to organise and plan, meet conflicting demands and deadlines along with the ability to adapt to changing priorities.
- Generate and develop reporting analytics to track and monitor performance.
- Make prudent financial decisions relating to resource allocation, expenditure, and revenue generation.
- Communicate expected outcomes to others and allocate resources to deliver organisational objectives.
- Raise awareness of potential strategic alliances and partnerships.

2. Business and Financial Planning

- Monitor the financial health of the organisation and identify areas for growth.
- Set and manage the organisation's annual budget.
- Ensure proper and accurate financial records are kept.
- Prepare and present financial reports to the Board.

3. Results orientated

- Document how results were obtained to support knowledge transfer and best practices.
- Develop new systems, procedures and tools efficiently when changes occur in the work environment.
- Work with agility, adjusting current working processes or adopting new approaches in response to changes in the organisation environment.
- Maintain focus on critical work and expectations.
- Coach others to develop effective techniques for producing expected results.

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4. People Focused
- Able to lead, coach and mentor team members.
 - Establish and maintain credibility and appropriate confidentiality with team members.
 - Establish and maintain productive working relationships with diverse groups of people.
 - Leverage partnerships to improve the performance of programme or portfolios and work to resolve conflict and other obstacles to team performance.
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5. Communication
- Written and oral communications that produces clear, complete and inclusive communication for stakeholders.
 - Conduct discussions in a respectful manner that are sincere and professional.
 - Demonstrate communication and interpersonal skills that show sound judgment, tact, and discretion when handling sensitive and personal information.
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6. Risk Management
- Proactively identifies and manages risk within the organisation.
 - Able to use organisational resources for risk avoidance and management.
 - Able to use risk to inform and support decision making.
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Pre-Employment Checks

1. Security
- Requirement to pass a Criminal and Traffic Convictions (Security) Check performed by the Ministry of Justice.
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2. Credit
- Requirement to pass a Credit History Check.
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3. Qualifications
- Pass a Qualifications Validation Check if required.
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