

EXECUTIVE OFFICER - POSITION DESCRIPTION

Position	Executive Officer
Organisation	Athletics Ballarat
Reports to	Athletics Ballarat Board
Location	Howitt Street, Wendouree
Terms	Fixed term contract (2 years)
Remuneration	TBA (Commensurate with experience)
KPI's	Key KPI's to be developed in partnership with the Athletics Ballarat Board - covering Revenue generation, Financial management, Member engagement and Governance.

Athletics Ballarat is seeking Expressions of Interest for the foundational role of Executive Officer, responsible for the successful operation, management, and activation of athletics within the Ballarat region.

This is a pivotal leadership position designed to ensure Athletics can capitalise on the continued growth and popularity of the sport and the construction of a brand new facility to be open late in 2026.

About Athletics Ballarat

Athletics Ballarat (formerly known as the Ballarat Regional Athletic Centre since 1988) is a key community sporting organisation with a strategic, skills-based Board and deep historical roots, promotes participation across all ages and skill levels, supports athlete development, and partners with regional schools and clubs to deliver athletic and social programs. The organisation hosts thousands of individual facility entries each year through clubs, state events, training, schools, and community programs. AB's structure relies on close relationships with stakeholders, including member clubs, the larger Board, and key local government entities, to deliver a vibrant and inclusive athletics environment for Ballarat residents and visitors.

About the new Athletics Facility (Howitt Street)

The new Ballarat athletics facility, located on the old showgrounds site in Howitt Street, is part of a major redevelopment and creation of a master sporting precinct. Supported by Development Victoria, the project will offer a state-of-the-art track, spectator pavilion, seating, lighting, storage, and public open space, making it a destination precinct for local athletes and major events. Its aim is to serve as a regional sporting hub, attracting significant competitions and boosting community engagement, local participation, and the economy.

Position Purpose

To provide strategic leadership for Athletics Ballarat, driving organisational growth, community participation, and sustainable success through innovative revenue strategies, high-impact program delivery, and robust stakeholder partnerships. This executive role champions athletics development across the Ballarat region, fostering inclusive programs, attracting major events, and strengthening collaborations with government, sponsors, schools, and community groups to elevate the sport's profile and deliver lasting social and economic benefits. The role also provides governance support and compliance oversight to the Board, and leads strategic projects such as the new facility, major events and equipment planning. Delivery is coordinated through delegation, working groups and volunteers.

Key Criteria & Qualifications

Essential Criteria

- Demonstrated skills in leadership, communication, and stakeholder management.
- Strategic thinking, initiative, and demonstrable results in growing participation or community programs.
- Sound understanding of sports administration, and facility operations.
- Marketing/communications experience is highly desirable.
- Experience in financial, budgeting, and program administration.
- Proven capability in revenue generation, sponsorship, and grant applications.
- Experience in program delivery, event management, and facility operations.
- Experience supporting board governance, meeting administration, and policy development.
- Demonstrated ability to lead through delegation, coordinating committees, working groups and volunteers to deliver major projects.

Highly Regarded

- **Relevant Tertiary Qualifications:** Degree in Sport Management, Business Management, Marketing, Event Management, or a closely related discipline, complemented by substantial industry experience (typically 5+ years) in community sport, athletics administration, or executive leadership roles.
- **Athletics Sector Expertise:** Demonstrated hands-on experience within athletics or high-performance sport, including program delivery, event coordination, athlete development pathways, or governance within regional or state-level organisations.

Key Responsibilities

- Attend all Athletics Ballarat Board meetings and collaborate with the Board to achieve strategic outcomes.
- Lead delivery of athletics and inclusive sport programs that serve club members, local schools, and the community; coordinate funding applications as needed.
- Drive all aspects of revenue generation, including developing and securing new sponsorships, partnerships, and funding for programs and events.
- Oversee day-to-day facility management, including booking coordination, supervision of usage, and liaison with the City of Ballarat (responsible for maintenance/upkeep).

- Design and implement creative marketing and communication strategies to promote the venue and programs, targeting audience growth, community engagement, and broader participation.
- Collaborate with Athletics Ballarat coaches and support delivery of coaching programs, school outreach and community carnivals/events.
- Attract and coordinate major events, competitions, and carnivals to raise Ballarat's profile and drive facility usage.
- Deliver booking, scheduling and promotional activities for the venue to maximise utilisation and exposure.
- Foster positive working relationships with key stakeholders, including member organisations, sponsors, City of Ballarat, schools, and user groups.
Support Board reporting, compliance, and strategic planning activities.
- Prepare Board agendas and papers, and maintain the Board Action Register, reporting on progress of outstanding items.
- Maintain key governance registers (Conflict of Interest, Working with Children, Child Safety compliance) and present updates to the Board.
- Lead development and maintenance of Athletics Ballarat's Child Safety Policy in line with the Victorian Child Safe Standards, and liaise with Athletics Victoria on safeguarding requirements.
- Research options, obtain quotations, and prepare Board papers and capital expenditure proposals for major projects and equipment purchases.
- Leads, coordinates and facilitates strategic projects through effective delegation, volunteer engagement and working groups, rather than personally delivering all operational tasks.

Responsibilities Overview

Event Management	Finance & Administration
• Lead the planning and delivery of local, regional, and state-level athletic events. • Support the four Athletics Ballarat clubs in competition operations, carnivals, school bookings and special events. • Develop event procedures, operational plans, risk management and volunteer coordination.	• Oversee financial operations including budgeting, invoicing, bookings, reporting and procurement. • Provide regular financial updates to the Athletics Ballarat Board. • Ensure cost-effective maintenance, asset purchasing, and venue operation.

Marketing, Promotion & Community Engagement • Develop and implement marketing strategies to increase participation and facility usage. • Promote the venue to clubs, schools, community groups and event organisers. • Manage social media and digital communications relevant to the facility. • Create partnerships that enhance the facility's visibility and sustainability.	Governance & Reporting • Ensure compliance with policies, procedures, risk and safety obligations. • Prepare operational reports, venue utilisation analytics, and strategic recommendations.
Governance & Board Administration • Prepare Board agendas, papers and the Action Register; report on progress to the Board. • Maintain governance registers (Conflict of Interest, Working with Children, Child Safety) and coordinate policy review. • Lead development of the Child Safety Policy and compliance with Child Safe Standards, liaising with Athletics Victoria.	Strategic Project Management • Lead research, feasibility work and Board papers for major projects (new facility events, equipment purchases, funding proposals). • Liaise with Athletics Victoria, Athletics Australia and Local Government on strategic initiatives. • Coordinate delivery through working groups, committees and volunteers rather than sole personal delivery.

Workplace Values & Culture

Athletics Ballarat values inclusion, participation, excellence, and community spirit. The Executive Officer is expected to champion these values, ensuring a safe, welcoming, and high-performance environment for all participants, staff, and stakeholders.

Athletics Ballarat acknowledges and pays respect to the Traditional Custodians of the lands on which we run, jump and throw throughout Australia, and to Elders past and present. We are committed to a positive future for Aboriginal and Torres Strait Islander communities and to honouring their ongoing cultural and spiritual connection to this country and its role in our sport. We encourage people of all backgrounds and abilities to apply, and are committed to building a diverse, inclusive workplace that reflects our community.

Athletics Ballarat (AB) Operating Structure

- AB operates under a volunteer, skills-based Board structure, administering major events, community programs, and partnerships.
- Hosts thousands of facility entries annually, servicing club, school, and state-level events.
- Track record of collaboration with schools, local government, and community groups to deliver sport, health, and social outcomes.
- Committed to maximising community value, event attraction, and economic/business growth through the new Howitt Street precinct.
- The new Executive Officer role is a critical enabler for the region, tasked with revenue development, partnership management, and strategic facility activation.

How to apply

In your application, please address the position eligibility requirements (Essential Criteria) in no more than 600 words, including what strengths you would bring to the role, and a copy of your CV.

Your Cover letter/Eligibility statement can be addressed to: The Athletics Ballarat Board, c/- Athletics Ballarat.

For more information or a copy of the position description email admin@athleticsballarat.com.au.

Apply through SEEK by Wednesday 10th August 2026.

<https://au.seek.com/job/93476483?tracking=SHR-WEB-SharedJob-anz-1>

