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PO Box 613 Northlands 2116 info@squashsa.co.za www.squashsa.co.za

We invite applications for the following post:

National Manager

The position will commence on
15 February 2021 or as soon as possible thereafter

Applications should be emailed to:

kyle@uml.co.za

by

Sunday, 31 January 2021

We reserve the right not to fill this post.
An application will not in itself entitle the applicant to an interview.

Job Description | National Manger

Role

Squash South Africa, the national governing body for squash and squash 57, is looking for a strong sports administrator to take on the full operational requirements of running a National Sporting Federation. Engagement includes direct contact with players, clubs, provincial committees, and Confederations (including associate members, such as schools, universities, SANDF, Deaf squash etc.). The role requires inputs into, and delivery of, all statutory criteria as required by SASCO, the Department of Sport, Arts and Culture, and direct engagement with Squash Federation Africa (SFA) and the World Squash Federation (WSF). Ad hoc engagement with other stakeholders will be required occasionally.

The successful candidate will be required to provide and take responsibility for organisational and financial management and oversight of the daily operations of the organisation. They will be required to engage through regular and constructive communication with all stakeholders, using all communication channels, currently employed by Squash SA.

The candidate will be required to develop and drive implementation of these plans, in alignment with the current Strategic Plan for squash, or as directed/required by the Executive Committee, inclusive of Mass Participation, High Performance, Players', Officials' and Administrators' development pathways.

Company Description

Squash South Africa is the National Sporting Federation responsible for all levels of squash in South Africa. Squash SA is registered as a Not-For-Profit organisation, and actively seeks to promote Squash in South Africa, on the continent and worldwide.

Key Requirements

The successful candidate will be expected to work from and operate at the National Office in Johannesburg (The Wanderers Club).

The candidate should be a strong leader and manager with ability to raise sponsorships, prepare and implement grant applications.

A strong sports administrator must demonstrate both organisational and financial acumen, the ability to manage the daily functioning of a National Office with a small staff. A clear demonstrated ability to host/run national tournaments, convene and execute governance requirements and organise Executive Committee, AGM, SGM meetings, alone and/or with external auditors and electoral officers.

The candidate will be required to take full ownership to run, manage and operate the Office's permanent staff. The candidate will also be required to demonstrate a strong ability to identify and resolve conflict early and constructively, must work well under strict deadlines and with diverse teams (including volunteer committees).

As the sporting year will have commenced, the successful candidate will initially be tasked with executing all existing governance, office management and tournament commitments as per the current Squash SA Calendar of events.

They are required to engage in constructive, regular and accurate communication with players, clubs, provinces, confederations, National and International Sporting bodies and governing bodies (including, SASCOC, Department of Sport, Arts and Culture, SFA, WSF, other sporting National Federations and stakeholders including schools, universities, provinces and affiliated members).

Strong written and verbal communication skills primarily in English, but an additional language would be beneficial. Communication via various digital platforms will be required, and existing knowledge or willingness to learn is required.

Furthermore, the candidate will be specifically tasked with updating the Standard Operating Procedures, and Good Governance, and Working Principles, to include a strong (and regular) digital presence, and in accordance with the modernised and updated brand and image in-line with key sponsor and strategic goals.

Remuneration and Terms

Remuneration will be negotiable, based on recognition of prior experience, skills, years worked.

Will be based on the availability of funding to Squash SA (there will be a standard clause to this effect, based on the Labour Law).

Bonus and performance structures are to be standardised for the new Financial Year.

Disbursements will be paid, on agreement, after the submission of a claim docket (phone, data, travel to events, etc. not at the office and remote work).

Expenses incurred by officially required travel and *per diem*, will be covered, pending approval.

22 annual leave days, with a maximum of annual 5 days accrual.

What You Need to Do Now

If you're interested in this role, forward an up-to-date copy of your CV, to kyle@uml.co.za, by no later than 31 January 2021. For a confidential discussion, please contact Kyle on 082 826 7774.

Measure	Required/ Preferred	Source
10 years' experience in sports administration (length discretionary depending on the candidate's quality)	Required	CV
Fluent in English	Required	CV
Communication skills (written and verbal)	Required	CV, interview
Experience working with SFA and WSF	Preferred	CV, interview
Ability to raise funds through sponsorship, grants	Required	CV, interview
Strong stakeholder engagement	Required	CV, interview
Demonstrated brand management skills	Required	CV, interview
Strong financial management skills (budget, cash flow, investment)	Required	CV, interview
Demonstrated HR management	Required	CV, interview
Track record of strategic and operational plan and policy development, risk management and compliance/governance (NPO Act, anti-doping, illegal betting etc)	Required	CV, interview
Strong understanding of development pathways (player, officials, administrators, coaches)	Required	CV, interview
Ability to organise events (meetings, tournaments, national and international championships)	Required	CV, interview
Demonstrated leadership in a changing and complex environment showing sound judgement	Preferred	Interview, referees
Demonstrable administration skills – meets deadlines, high standards, results driven, flexible	Required	Interview, referees
Comfortable with social media and online registration	Preferred	CV, interview
Commitment to inclusion, equality and diversity	Required	CV, interview, referees
Demonstrable integrity, honesty and respect	Required	Interview, referees