



JOB DESCRIPTION

JOB TITLE: Executive Director

JOB TYPE: Full-time

LOCATION: The position will be home-based, with extensive international travel required, and applicants should be willing to work as required rather than regular office hours.

SUPERVISOR/MANAGER: The Executive Director will report to the ITTF-Oceania Management Committee, through the ITTF-Oceania President. The Executive Director will liaise and supervise with existing and future staff members on a daily basis.

MAIN RESPONSIBILITY:

- Directing the implementation of the 2017-2020 ITTF-Oceania Strategic Plan

ADDITIONAL DUTIES:

- Responsible for the obligations within all agreements with ITTF
- Management of the ITTF-Oceania finances
- Direct liaison contact between ITTF and ITTF-Oceania
- Secretary to the ITTF-Oceania Management Committee
 - o Prepare agendas and take minutes for all meetings
- Enhancing the policy and regulations framework
- Management of relationships with key external stakeholders, including but not limited to, Oceania National Olympic Committees, Oceania Paralympic Committee, Pacific Games Council, Micronesian Games Council, as well as local engagement where applicable.
- Responsible for Member Associations relations with ITTF-Oceania
- Responsible for the ITTF-Oceania Events Calendar
- Responsible for the ITTF-Oceania Development Program
- Servicing existing, and securing new, sponsors and partners

SKILLS & EXPERIENCE

Qualifications & Experience:

Essential

- Tertiary level education, preferably a Business and/or Sports Management Degree
- 3-5 years working within international sport organisation/s
- Extensive experience in managing significant projects, budgets and resources, and achievement of stated organisational objectives

*Desirable*

- Experience working, and living, in Pacific Island cultures

Skills:

- Excellent verbal and written communication (English), fluency in French is an advantage
- Provision of services as required to Member Associations
- High level written ability involving the structure of correspondence reports and funding applications
- Organisational skills, with ability to meet reporting deadlines
- Financial knowledge to prepare and manage budgets
- Demonstrated ability to work with funding partners
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook)
- Intermediate to advanced Google Suite skills (Docs, Sheets, Slides, Forms)
- Leadership qualities
- Ability to work as part of a team, as well as independently

PERFORMANCE GOALS:

- Implementation of the ITTF-Oceania Strategic Plan
- Commercial and Business Development in line with the ITTF-Oceania Strategic Plan
- Further enhancement of ITTF-Oceania's policy framework
- Submission of reports in a professional and timely manner
- Manage the financial responsibilities of ITTF-Oceania
- Represent ITTF-Oceania in various forums
- Ensure professional communication is maintained with Member Associations at all times