

Hobsons Bay Yacht Club Inc
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Williamstown
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POSITION: CLUB MANAGER

SUMMARY

Title: CLUB MANAGER - Hobsons Bay Yacht Club (Recreational Sporting Club) est.1888

Reports To: General Committee, liaises with the Commodore as required

Supervises: Office Administrator, Yard Manager, Hospitality Coordinator, Contractors, other staff as required

Internal Liaison: Club Members, General Committee members, Sailing Administrator, Staff and others as required

External Liaison: Local, State and Federal Governments, Parks Victoria, Yachting Victoria, Liquor Licensing Commission, Other Yacht Clubs, Banks, Auditors, Suppliers and Contractors and others as required

Hours of Duty: 38 hour week with flexibility around the business and operational requirements of the club (from time to time requires some duties to be carried outside normal business hours)

Position Duration: Permanent: 6 month probation period with reviews at 3 and 6 months

Limitation: Club Manager shall not be a member of HBYC for the duration of the appointment

Salary: Negotiable commensurate with experience

HOBSONS BAY YACHT CLUB OVERVIEW

Hobsons Bay Yacht Club (HBYC) is a family oriented sporting club located in the maritime precinct of Williamstown, a suburb near the Melbourne CBD. The primary function of the club is to support members in the on water and social aspects of both racing and cruising of inshore and offshore yachts.

The club therefore has the following facilities in order to support members:

- 106 boat marina
- 24 boat hardstand
- 14 swing moorings
- Boat maintenance yard and workshop
- Slipway
- Lockers
- Dinghy storage
- Clubhouse with commercial kitchen, bar, lounge and hall
- 10 club boats for training, conducting races and other on water functions

The membership profile at March 2016 was:

- | | | | |
|----------------------|-----|------------|-----|
| • Full | 269 | • Absentee | 8 |
| • Life | 17 | • Crew | 118 |
| • Pensioner | 31 | • Social | 159 |
| • Honorary | 5 | • Junior | 16 |
| • Honorary Volunteer | 2 | | |

Hobsons Bay Yacht Club conducts a wide range of events for members and their guests including yacht races, training, social events and functions

Responsibility for the oversight of the operations of the club rests with the General Committee and Flag Officers who are elected from and by members each year. There are several subcommittees which fulfill other specific functions such as the Sailing Committee (on water events), the House Committee (club assets and facilities) and the Finance Committee (overview of financial operations). These committees are chaired by the elected officers of the club and generally consist of members of the General Committee as well as ordinary members of the club.

With regard to overall operation and management, Hobsons Bay Yacht Club is a volunteer focused club with most of the social and sporting events attended by club members and guests being organised and run by members on a volunteer basis. A key focus of employees of HBYC is the support of volunteer members in conducting these events.

POSITION DETAILS

Position Objectives

The Club Manager has responsibility for the operational management and development of Hobsons Bay Yacht Club Inc. including the day-to-day management of staff, membership and finance.

Major components of the role include the provision of:

- High quality service to HBYC members and the development of community and professional relationships with organisations and individuals outside the club
- Financial management aimed at increasing profitability, financial performance and long term sustainability of the club
- Relationship development/management of stakeholders including contractors, local and state government bodies and community organisations
- Implementation of the HBYC Strategic Plan
- Staffing, policy and procedures development and training
- Marketing, merchandise and business plan development
- Asset maintenance

Key Areas of Responsibility

The Club Manager takes overall responsibility for the high level coordination of all activities of HBYC.

In order to achieve this, the Club Manager is required to:

- Manage the day-to-day issues associated with the provision of services to HBYC members and volunteers
- Oversee the operation of HBYC including the yard, marina and clubhouse including social events, catering, functions and club events
- Manage and report on budget planning and forecast targets, ensuring financial management objectives of HBYC are adhered to
- Ensure monthly reports are produced in a timely manner for review by the General Committee
- Ensure compliance with the Constitution and By-laws of HBYC
- Ensure proper governance with regard to all statutory matters including compliance with environmental regulations
- Ensure compliance with appropriate policies and procedures of Yachting Victoria
- Undertake an annual review of strategic direction in association with the General Committee
- Ensure that sponsorship opportunities are taken advantage of and that the club fulfills all sponsorship obligations
- Manage human resources including hiring, development and training
- Actively foster and develop a range of community and commercial relationships
- Ensure that the policies and procedures of HBYC regarding:
 - Staffing
 - HR and training
 - Safety/OH&S/security
 - IT
 - Contracted services and resourcescontinue to be developed and implemented across HBYC

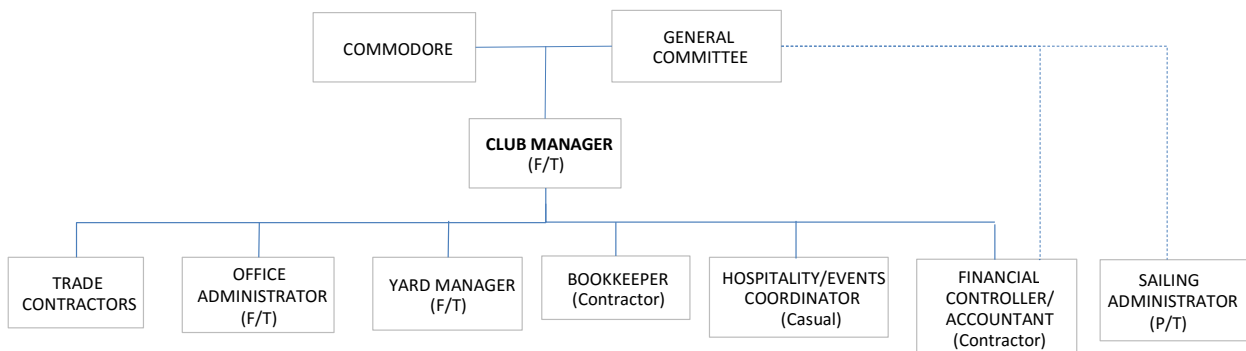
- Advise on, manage and ensure compliance with best practice related to the mitigation of risk in the operation of the club
- Undertake role of Member Protection Information officer
- Attend and report at meetings as required

Organisational Relationship

On a regular basis, the Club Manager liaises with the Commodore and provides monthly reports and information to the General Committee on club operations and activities.

The Club Manager manages (see Employee Management Structure Below):

- 3 (approx.) full time staff inc. manager
- 1 (approx.) part time staff
- Up to 6 casual staff
- Contractors including accountant and bookkeeper
- Trade contractors



Employee Management Structure

Internal liaisons include:

- The General Committee of HBYC
- Various ad hoc and standing committees
- Club members
- Volunteers in the club

External liaisons include:

- Yachting Australia
- Yachting Victoria
- Other yacht clubs
- Sport and Recreation Victoria
- Parks Victoria
- Hobsons Bay City Council
- Industry contractors and suppliers
- Schools and community organisations
- Auditors, banks, and financial and regulatory authorities
- Sponsors
- VIPs

Organisational Context

The Club Manager is appointed by the General Committee under the authority of the Constitution of Hobsons Bay Yacht Club Inc.

The General Committee comprises 13 members of HBYC and is chaired by the Commodore. The focus of the General Committee is to ensure the club continues to prosper and develop to meet current and future expectations as determined by the members of HBYC.

The HBYC membership base is comprised of members who pay annual and service fees together with volunteers who work in a number of capacities.

The overall objectives of HBYC are:

- To promote and encourage the recreation and sport of yachting on Hobsons Bay and other waters
- To establish and maintain relations with entities having similar objectives in Australia and elsewhere
- To coordinate and encourage the activities of persons engaged in yachting, particularly, but not exclusively on Port Phillip

Accountability and Extent of Authorities

The Club Manager will:

- Have a high level of autonomy within delegated levels to manage the day-to-day operations of HBYC
- Liaise directly with the Commodore and officers of the club, and report to the General Committee as required and, at a minimum, to each monthly meeting of the General Committee
- Ensure that the reporting requirements of banks, financial institutions, ATO and other regulatory authorities are met in accordance with set timeframes
- Ensure that safe work processes are established and adhered to and that staff are appropriately trained

Specialist Knowledge and Skills

The Club Manager will have:

- A track record of management in recreation facilities or similar commercial ventures
- Financial and people management skills
- Knowledge of marketing and promotion
- Analytical and problem solving skills
- Facilities and resource management skills
- An ability to support volunteers in a variety of roles associated with club operations
- Computing skills in all Microsoft Office products including Excel spreadsheets; MYOB skills are desirable.

Management Skills

The Club Manager will have the following key management skills:

- Demonstrable capacity to liaise, negotiate and gain cooperation and assistance from employees, volunteers and the community
- Appropriate experience in the setting of strategic direction and financial management of commercial and/or community facilities
- The ability to manage competing priorities and achievement of member satisfaction whilst completing work programs on time and within budget
- The ability to establish and communicate procedures to ensure continuity and accountability across projects
- A high level of written and oral communication skills
- A sound ability to work collaboratively with a diverse stakeholder group

Qualifications and Experience

- Qualifications and/or experience in either management or business administration
- Experience in managing a recreation facility or similar commercial operation is desirable
- Experience in a previous management position in a yacht club would be desirable

Enquiries to:

Tony Dawson

Commodore

Hobsons Bay Yacht Club Inc.

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