Polocrosse Australia

Position Description
National Executive Officer

POSITION TITLE:	National Executive Officer (NEO)
REPORTS TO:	Polocrosse Australia President and Board
EMPLOYMENT TYPE:	Full-time, ongoing
LOCATION:	Remote
SALARY:	Remuneration will be discussed, commensurate with qualifications, skills, experience and suitability for the role.

ORGANISATIONAL SUMMARY

Polocrosse Australia is the governing body responsible for providing the community with the opportunity to play polocrosse from junior levels to elite competition. Polocrosse Australia's Strategic plan is the key instrument driving the direction for polocrosse in Australia.

Polocrosse Australia is guided by values of integrity and respect, wellbeing and care, collaboration and inclusion, and transparency and excellence – which shape the behaviours and culture of the organisation. These values underpin the three key strategic pillars of Governance; Participation and Growth; and Business Development, providing a clear and aligned framework to lead, govern and grow the sport nationally.

ABOUT THE ROLE

The NEO is responsible for the effective leadership, management, and administration of the organisation in accordance with the strategic direction established by the Board. The NEO ensures the delivery of high-quality programs and services, financial sustainability, good governance, stakeholder engagement, and operational excellence across the sport nationally.

The NEO serves as the primary link between the Board and the operational activities of the organisation.

This is a pivotal leadership role, working collaboratively with the Board, State Representatives, the Australian Sports Commission and other stakeholders.

KEY RESPONSIBILITIES

1. **Strategic Leadership –** lead the implementation of the organisation's strategic plan
   - Translate the organisation's strategic plan into annual operational plans, measurable performance targets and prioritised initiatives.
   - Lead the delivery, monitoring and evaluation of strategic priorities, reporting progress, outcomes and emerging challenges to the Board
   - Identify opportunities for organisational growth, operational improvement and long-term sustainability, ensuring resources are aligned with strategic goals.
   - Manage Polocrosse Australia employees as required.

2. **Governance and Board Support –** support strong governance and Board operations
   - Support the Board to fulfil its governance responsibilities through administrative assistance, preparation of reports, and coordination of national events or programs

- Implement and maintain governance policies, procedures and frameworks to support transparent, accountable and effective decision-making.

3. **Financial and Corporate Management –** manage finances, budgets, grants, and sponsorships
   - Oversee the management of annual budgets, cash flow forecasts and financial reporting
   - Identify, secure and administer government grants and sponsorships, funding agreements and other revenue opportunities, ensuring compliance with funding conditions, reporting requirements and acquittals.

4. **Stakeholder Engagement –** build relationships with members, clubs, state associations, partners, and government agencies
   - Maintain strong, collaborative relationships with key stakeholders to support alignment across the organisation.
   - Represent the organisational at national forums, stakeholder meetings and industry events

5. **Participation and development –** oversee participation, development and growth initiatives
   - Oversee the development and implementation of national participation and growth initiatives that increase engagement, improve accessibility and strengthen pathways into the sport

6. **Integrity, Safeguarding and Risk –** ensure compliance with integrity, safeguarding and risk management requirements
   - Ensure organisational policies, procedures and practices comply with relevant legislation, national sporting requirements and applicable integrity and safeguarding frameworks
   - Maintain organisational risk registers, compliance monitoring and incident reporting processes, ensuring risks are identified.

KEY RELATIONSHIPS

Internal

- Polocrosse Australia Board of Directors
- Polocrosse Australia Treasurer
- State associations & their representatives
- National coaching, umpiring and other Polocrosse Australia committee members
- Players, coaches, officials, and volunteers

External

- Australian Sports Commission
- Sport Integrity Australia
- Commercial partners
- International polocrosse bodies
- Media and public relations contacts

SELECTION CRITERIA

- A relevant degree or higher qualification, and/or demonstration professional experience in sport management or a related field.
- Experience managing a sports governing body and/or membership-based organisation, with a strong track record in governance and strategic planning.
- Proven ability in securing corporate sponsorship and partnerships, and funding opportunities through government grant programs.
- Proven ability to lead and manage the business and financial operations of a not-for-profit organisation efficiently and transparently, with modest resources.
- Strong interpersonal and communication skills, with the ability to influence and work effectively with a range of internal and external stakeholder, including the Board of Directors.
  Sound judgement, strategic thinking, and the ability to prioritise and analyse complex issues.
- A high level of personal and professional integrity.

ADDITIONAL REQUIREMENTS

Employment requirements

- Ability to work remotely and independently as part of a national team.
- Flexibility to work evenings and/or weekends with volunteer workforce.
- Flexibility to travel interstate for events or meetings on occasion.

Sports Integrity requirements

- Must hold or be willing to obtain a working with children check (or equivalent).
- Read & understood the Polocrosse Australia national integrity framework.
- Have completed or be willing to complete the required Sports integrity education modules.

ORGANISATIONAL COMMITMENT

Our commitment to safeguarding children & young people, Polocrosse Australia aims to provide children and young people with a positive and enriching environment that promotes their social, physical, or emotional development.

We are committed to safeguarding children and young people in our care and ensuring that they feel safe and are safe. We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment.

APPLICATION PROCESS

Please submit your application including your CV and a cover letter of no more than two pages addressing your suitability for the role.

Applications should be submitted to development@polocrosse.org.au by midnight (AEDT) on 18 November 2026.