



Business Manager

ARGOS Gymsport is one of the largest gymnastics club in the Tauranga region with a current membership in excess of 400 members. Our Club is a busy environment offering both Recreational & Competitive Classes from pre-school through to Adults. As a Non-profit organisation, our aim is to provide a fun & educational experience to all families within the wider ARGOS Community.

With this is culture in mind, ARGOS is seeking to employ an experienced and enthusiastic Business Manager to oversee the Club's Operation & Finances. This role is wide ranging and we are looking for a Manager to help drive and grow ARGOS through commitment to our gymnastics programme & a passion for the wider community. The ability to forge and maintain strong relationships with our staff, members & key stakeholders is vital to this role. Financial Management is a key component to the success of ARGOS therefore sound strategic & financial skills are required as well as the ability to manage general aspects of HR including payroll. Experience in Grant Funding would be very helpful. Attention to detail & a commitment around Health & Safety compliance is a pre-requisite for this role. Finally sport management &/or gymnastics experience is desirable however not essential. The role direct reports to the ARGOS Gymsport Committee.

Tasks will incorporate the following:

Administration

- Manage finances and annual budget
- Complete monthly accounts, PAYE and GST
- Pay wages
- Maintenance of H&S system and compliance (staff and facilities).
- Apply and manage grant funding
- Liaison with parents re fees, general enquiries, and classes
- Staff contracts, general HR

Marketing

- Develop marketing strategy including all social media, website maintenance, community outreach
- Generate publicity for the club with targets to increase membership base
- Create revenue/fundraising streams, corporate sponsorship
- Communications management both externally and internally to staff and members

Leadership and management

- Represent the club at stakeholder, management meetings and events
- Effective communication across organisational structure and particularly with Programme Manager
- Reports to committee
- Management of Administrator

Successful applicants should have:

- Strong interpersonal skills
- Good computer literacy including Microsoft Office Suite & CRM capabilities
- Sound Financial Management Experience
- Xero competent
- Be Social Media Savvy
- Marketing awareness & community engagement
- Preferable Grant Funding Experience
- A great Team Attitude

Interested applicants should forward a current CV and cover letter to the ARGOS Gymsport Committee manager@argosgymsport.co.nz or phone 07 577 0603 for more information.

Applications close on the 6th September 2020