



Role Specification

Chief Executive Officer

Special Olympics Australia



EgonZehnder

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Closing date: 9am, 24 May 2021

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About Special Olympics Australia

Special Olympics Australia is the peak national body developing and delivering inclusive sport and physical activity programs for people with intellectual disability. Since 1976, Special Olympics Australia have provided year-round inclusive sports training and competition in sports for children and adults with intellectual disability in communities throughout Australia.

Special Olympics has grown from a backyard camp into a global movement that has been transforming the lives of people with an intellectual disability for almost 50 years. Today, Special Olympics supports over 5 million athletes and Unified partners in more than 170 countries.

Special Olympics Australia strives to ensure that everyone living with an intellectual disability has the opportunity to participate in sport. The organisation's dedicated network of volunteers creates accessible sports training, coaching and competition opportunities that allow people with an intellectual disability to reach their personal best – in sport and in life.

Special Olympics Australia provides:

- Grassroots sporting, recreational, social and health activities in local communities around Australia.
- An environment where people with an intellectual disability can develop physical fitness, build self-esteem, demonstrate courage and make friends.
- Competition pathways ranging from weekly club events, to regional, state and national games, culminating in the Special Olympics World Games.



About Special Olympics Australia cont.



7,000
participants



1,123
volunteers

47



grassroots clubs



17
sports



7 states & territories around Australia



3,600
students participated in Schools Program



765,665
Australians with ID



Nearly DOUBLE
Special Olympics athletes employed above national average of people with ID



4.5

extra hours each week of physical activity by Special Olympics athletes



\$5,800
Each new athlete benefits to economy



2 HOURS
New child diagnosed with ID



Largest disability population in Australia

Vision, Mission & Strategic Priorities

Vision

An inclusive Australia through which people with intellectual disabilities live an active, healthy and fulfilling life.

Mission

To provide inclusive training and competition in a variety of sports for children and adults with intellectual disabilities enabling opportunities to develop physical fitness, demonstrate courage, experience joy, improve wellbeing, and participate in a sharing of gifts, skills and friendship with the community.

Values

Inclusion, respect, integrity, sportsmanship, and trust underpin all that we do.

Strategic Priorities 2021 – 2026

Special Olympics Australia's future growth is powered by focus on and investment in four strategic priorities:

OUR STRATEGIC PRIORITIES



VIABLE BUSINESS

- Funding longevity
- Programme scalability
- Clear communication pathways



QUALITY EXPERIENCE

- Elevate the athlete experience
- Support our volunteers
- Value our partners



EXPAND ENGAGEMENT

- Grow athlete and volunteer numbers
- Expand partnerships
- Build brand



INCLUSIVE LEADERSHIP

- Demonstrate an inclusive culture
- Develop athlete leaders
- Empower state committees

Your Role

As the new CEO, you will join Special Olympics at an exciting time to lead the organisation through significant opportunities for growth and transformation.

Purpose

Acting under delegated authority from the Board, the Chief Executive Officer has primary responsibility for directing and managing all operational activities of the organisation and ensuring the implementation of overall business strategy. The Chief Executive Officer is responsible for achieving the short, medium and long term business and community objectives for Special Olympics Australia. These objectives are agreed with the Chair and Board of Directors, and within commercial, statutory, legislative and ethical frameworks for all stakeholders in the organisation (members, volunteers, employees and other stakeholders).

Accountabilities

The CEO's Accountabilities are linked to Financial, Customer Service, Operational, People, Risk Management and Community Engagement.

Strategy

- Working partnership with the Chair and Board, the CEO provides strategic direction to Special Olympics Australia and has primary accountability for implementation of the agreed strategy through the organisation.

Customer Service

- Create a culture of customer service excellence and accountability.

Board Relationships

- Contribute to the effective operations of the Board by:
 - Keeping the Board informed of all issues relating to management accountabilities.
 - Providing accurate and timely information to Board members; with more frequent interaction with the Chair.
 - Developing and maintaining harmonious, professional relationships with all Board members.

Expand engagement

- Grow athlete numbers
- Achieve visibility, increased engagement and acceptance of the SO brand in Australia.
- Identify and pursue funding opportunities and partnerships to enhance and leverage brand and grow participation through engagement.

Your Role cont.

Community Relationships

- Advocate for people with an intellectual disability.
- Ensure representation of Special Olympics within target groups (e.g. customer, industry bodies, National Sporting Organisations, business and social media and government) and the broader community by seeking and accepting appropriate opportunities to present Special Olympics' interests and perspectives.
- Maintain a positive working relationship with volunteers within the organisation.

People

- Provide strong strategic leadership and direction to the employees to improve employee satisfaction, retention and productivity.
- Design and communicate performance standards for direct reports and ensure they have skills, knowledge and experience to match and exceed requirements.
- Mentor, measure and provide feedback through performance.
- Recruit, development and retain exceptional staff members aligned to the values.

Operational

- Promote the Special Olympics' purpose, values, vision and goals through:
 - Optimal operational structures to meet the business plans and objectives.
 - Individual accountabilities and performance requirements for direct reports.
 - Communicate clearly operational structure and accountabilities and create opportunities for engagement.
 - Monitor effectiveness of structure.
 - Facilitate and support structures and processes that support delivery of all services to members and stakeholders to ensure achievement of vision and goals.
- Ensure the provision of a safe and inclusive environment for members, volunteers and employees.

Financial

- Build and maintain sustainable NDIS pathways
- Manage Corporate Partnerships
- Ensure clarity and focus of strategic business objectives and goals, risk mitigation, reporting and management.
- Ensure achievement of annual financial objectives by establishing priorities, allocating required resources/monitoring progress to plans, and by directing corrective action.

Your Role cont.



Organisation Structure

- The Chief Executive Officer has operational responsibility for up to 18 staff located around Australia.
- Organisational design will be the remit of the CEO, however the CEO will initially have five direct reports:
 - Chief Operating Officer
 - Chief Financial Officer
 - General Manager Sports Development
 - General Manager Fundraising
 - General Manager Communications

Role Location

It is preferable that the role will be based at the Head Office in North Ryde, Sydney, New South Wales, however allowances will be made for an outstanding candidate to be based elsewhere.

Reporting to



Cameron Brownjohn, Chair, Special Olympics Australia

Cameron chairs Special Olympics Australia. The founder and CEO of Federation Asset Management, Cameron competed in several sports at state and national level and brings to the Board his passion for sport and the community as well as his fiscal skills. Cameron was appointed to the Board in May 2014 and became Chair in November 2016.

LinkedIn:

<https://www.linkedin.com/in/cameron-brownjohn-191b6a/>

Other members of the Board:

- Michael Hogan (NSW, Vice Chair)
- Ben Haack (QLD, athlete director)*
- Ruby Lawler (QLD, athlete director)
- Anna Mezger (VIC)
- Donald McGauchie AO (VIC)
- Anna-Louise Kassulke (QLD)
- Tanya Brown (WA)
- Jehad Rasheed (SA)
- Shaun Fraser (NSW)
- Megan Lavender (NSW)
- Dr. Jill Rathborne (NSW)
- Andrew Richardson (NSW)
- Andrew Scipione AO APM (NSW)
- Ross Smith (NSW)

* retires May 2021

Candidate Profile

Career Experience	Ideal	Nice to have
CEO or senior leadership experience in an organisation of similar scale and complexity	<input type="radio"/>	
Experience working with Boards	<input type="radio"/>	
Understanding of federated or matrixed organisations	<input type="radio"/>	
Knowledge of the sports industry		<input type="radio"/>
Experience of membership organisations and/or working with volunteers	<input type="radio"/>	
Understanding of/experience with government	<input type="radio"/>	
Media presence and public relations experience		<input type="radio"/>
Experience in leading change	<input type="radio"/>	
Sector Experience	Ideal	Nice to have
Senior leadership experience in <i>one or more</i> of the following: <ul style="list-style-type: none">• Service delivery or adjacent• Sport and recreation• Public sector (i.e. Not-for-profit)	<input type="radio"/>	
Leadership Experience	Ideal	Nice to have
Successful strategy definition and timely execution with a strong growth mind-set	<input type="radio"/>	
Created new commercial opportunities for the long-term growth and sustainability of the organisation	<input type="radio"/>	
Delivery of results and business improvements	<input type="radio"/>	
Complex stakeholder engagement experience	<input type="radio"/>	
Exceptional people leadership with track record of creating positive organisational culture/engagement	<input type="radio"/>	
Other	Ideal	Nice to have
Strong alignment with Special Olympics Australia vision and mission	<input type="radio"/>	
Relevant tertiary qualifications		<input type="radio"/>

Candidate Profile cont.

Personal Qualities

- Confident engagement style with the presence to represent Special Olympics Australia nationally and globally, and to influence and advocate for the organisation
- Energetic, agile, and entrepreneurial
- Driven, ambitious and with a strong sense of accountability
- Excellent interpersonal, collaboration and leadership skills to build the organisation and culture, and engage with stakeholders
- Mature, resilient, highly-ethical with impeccable integrity and judgment
- Strong fit to the Special Olympics culture and values



Leadership Skills

Visionary Leadership

The ability to continue to create and communicate a clear and compelling vision and strategy for the future of Special Olympics. A proven history of effectively building commitment and excitement for strategic initiatives at multiple levels both inside and outside the organisation.

Commercial Acumen

The ability to generate new revenue initiatives beyond existing areas. The ideal candidate will drive and encourage commercial behaviour in the organisation.

Delivering Results and Change

They must be able to demonstrate a strong track record of getting things done and the ambition, discipline and energy to drive change and quickly show results. They will have proven experience in initiating and leading improvements to enhance performance, setting stretch goals for themselves and their teams in order to broaden Special Olympics Australia's reach and impact.

Stakeholders Management

The CEO will be adept at interacting with a wide variety of internal and external stakeholders. She or he will be adept in utilising a range of influencing styles to assist in the building and maintaining a myriad of relationships.

People Leadership

Engages and empowers a distributed team to deliver high performance results. Establishes priorities with clear goals and responsibilities to get results from people and exceed expectations. Recognises development needs and coaches others to improve performance.

Media Links

Special Olympics Website

<https://www.specialolympics.com.au/>

2019 Annual Report

https://www.specialolympics.com.au/images/soaweb/files/Annual_Report_2019-FINAL.pdf

Stories

<https://www.specialolympics.com.au/Stories>

Other Resources

[Members Resources](#) | [Special Olympics Australia](#)





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