

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Sports Administration

#### EXAMPLE 1

##### CAREER OBJECTIVE

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I am currently seeking a role in the community sports sector with a focus on promoting the benefits of sport and recreational activities to a diverse range of clients at all levels of ability and sports awareness.

As an active sports participant with tertiary qualifications in Sports Management, my career goal is to fully utilise these attributes together with my outgoing and enthusiastic approach, to motivate, energise and persuade others to broaden their take-up of physical exercise, sports and recreational activities. Ideally my next role will also offer opportunities for professional development and career progression.

##### SKILLS & ATTRIBUTES

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- Proven ability to build and maintain strong relationships with multiple stakeholders, including colleagues, key individuals, specific client groups and the general public
- Strong customer liaison and service delivery abilities, with a real understanding of customer thinking, motivation and satisfaction
- Demonstrated sales expertise and recent experience in 'best practice' marketing activities, liaising with suppliers and managing printing / fulfilment issues
- Well able to plan and manage projects, including delegating tasks effectively, to ensure results are successfully delivered in a timely manner
- Sound judgement with the capacity to handle numerous concurrent issues, separating the urgent and important, in order to assign appropriate priorities to tasks
- A fast learner, able to integrate quickly into new work environments and relate well with new people
- Well organised, with efficient administration and computer literacy, ensuring the ability to 'work smart'
- Confident public speaker with a well-developed written and oral communication style that delivers clear, succinct and influential messages
- Strong leadership abilities, yet also a supportive team player, who shares ideas and resources to ensure that goals are successfully achieved
- A self-motivated individual, with a strong work ethic and a 'can do' attitude, who brings abundant drive, commitment and energy to all tasks

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## EXAMPLE 2

### PROFILE

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Holding a tertiary qualification in Business majoring in Sports Management, I have breadth of experience in sports administration across the community and school sectors.

I am a results driven leader recognised for delivering outcomes through a clear thinking and inclusive approach, engaging effectively with stakeholders and building strong teams.

### CAREER OBJECTIVE

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Seeking a General Management or Senior Operations role to progress my professional career, leading a high performance team and implementing strategy in a Melbourne-based progressive sporting or membership organisation.

### SKILLS & ATTRIBUTES

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- Preparation of detailed, strategic and operational plans
- Building and maintaining strong relationships working with the Board, CEO, staff and multiple stakeholders
- Excellent organisational, planning and multitasking abilities along with high attention to detail
- Strong understanding of sporting culture across multiple organisations at all levels, including working with and coordinating staff and volunteers
- Managing projects and programs, including delegating tasks to ensure results are successfully delivered in a timely manner
- Results driven leader who is passionate about mentoring and growing small teams
- Sound commercial acumen including budgeting, financial management and P&L reporting
- Analysis of key business drivers
- Well-developed written and oral communication style that delivers clear and concise messages
- Highly self-motivated, with a strong work ethic and a 'can do' attitude, who brings abundant drive, commitment, and energy to all tasks
- Strong computer literacy – MS Office suite, presentation software, Excel spreadsheets, QuickBooks Accounting software, Sports TG/Game Day database, GSS Fixturing software, MAC and PC operating systems

# Sports Administration

## EXAMPLE 3

### PROFILE

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With a very successful career in leadership positions at various sporting clubs, I have developed an extensive array of technical skills and outstanding management practices to ensure attainment of the highest standards of performance, excellence and outcomes in all areas of Club operations.

Possessing an empowering and engaging leadership style, I provide high-level support and guidance to the Club's elected custodians and its employees, striving for continual improvement to achieve their desired goals and objectives.

My personal characteristics and principles enable me to build and nurture high quality relationships with all stakeholders both internally and externally. I have developed a detailed understanding of membership services/customer satisfaction and have always been committed to making a valued contribution to organisational life.

### SKILLS & ATTRIBUTES

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- Broad General Manager/Director experience including strategic planning, operations, finance, human resources, IT and business support services
- Ability to liaise and influence across all levels internally and externally
- Strong leader of teams and people; developing a culture of outstanding service and accountability through actions
- Committed to developing and mentoring people who have the potential to be future leaders
- Effective stakeholder manager, including reporting to Board of Directors and Committees of Management as well as industry bodies
- Strong commitment to corporate governance and accountability
- Able to effectively assess business risk and lead mitigation programs
- Knowledge of contemporary human resources policies and practices
- Sound financial and commercial acumen including budgeting, profit & loss and balance sheet reporting, analysis and performance measurement
- Highly developed networking and advocacy abilities
- Sound negotiation and oral communication capabilities including public speaking
- Strong written communication with extensive experience preparing Board agendas, minutes and management reports
- Marketing, hospitality and event management with the ability to build brand equity and achieve commercial outcomes
- Project management including planning, construction and delivery on time / within budget
- Goal oriented and resourceful, with a capacity for creative problem solving
- A reputation for conduct with high integrity and discretion
- Enthusiastic, conceptual thinker who can envisage improved futures for organisations

# Sports Administration

## EXAMPLE 4

### PROFILE/CAREER OBJECTIVE

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I am an innovative and enthusiastic specialist in the community sports sector with considerable experience in a variety of project management roles. I have several years professional experience working both within major sporting associations and elite sporting clubs.

My strong skills in communication, leadership, customer service, fostering and sustaining relationships and cooperation have led to me holding a diverse number of roles across multiple working environments. I am an extremely passionate team player and eager to utilise my existing work and leadership experience as well as my academic and applied knowledge in a challenging new role within a renowned sporting association.

### SKILLS & ATTRIBUTES

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- Project and event management with high level organisational capabilities, multitasking and adapting in a fast paced, high pressure environment such as AFL match days and AFL Community Camp
- Collaborative mindset with the ability to proactively align with strategic outcomes focused on physical activity and participation opportunities
- Excellent written and verbal communication. I have consistently worked with and presented to schools, sporting clubs, organisational members and local government
- Demonstrated interpersonal attributes which help build and foster productive relationships across a variety of stakeholders, both internal and external to the business
- Analysing, improving, and adjusting complex work processes to deliver business outcomes efficiently and effectively
- Brokering strategic outcomes for a variety of stakeholders including sponsors, government agencies and other business stakeholders
- Budget and financial reporting including management of school programs budget and invoice processing
- Leadership including recruitment, management, training and mentoring of staff and intern students
- Strong computer literacy including Microsoft Word, Excel and other Microsoft Packages