

JOB DESCRIPTION

GENERAL MANAGER, VOLLEYBALL SINGAPORE

1. JOB PURPOSE

To assist and support the Volleyball Singapore's Board in its plans for development of the sport in Singapore:

- Building and maintaining good governance, business capability, budgeting, and strategic planning
- Supporting High Performance aspirations
- Developing Pipeline & Pathway of volleyball players
- Increasing technical capabilities of coaches and officials
- Building the ecosystem of Volleyball in Singapore working with identified partners.

To orchestrate national events calendar for Volleyball in Singapore.

To lead the Volleyball Singapore secretariat team in the daily operations of the Association.

To helm conversations with

- SportSG/SSI on Multi Year Sports Plans.
- SNOC on major games planning.
- Foreign counterparts such as Southeast Asia Volleyball Association (SAVA), Asian Volleyball Confederation (AVC), other volleyball National Federations (NFs), FIVB, etc.

2. CRITICAL ACCOUNTABILITIES

KEY RESULT AREAS (KRA)	MAJOR ACTIVITIES	OUTCOME/ DELIVERABLE
1. Supporting the VAS Board	<p>a. Building and maintaining good governance, business capability, budgeting, and strategic planning</p> <p>b. Supporting High Performance aspirations</p> <p>c. Developing Pipeline & Pathway of national youth and senior athletes</p> <p>d. Increasing technical capabilities of coaches and officials</p> <p>e. Orchestrate National Events Calendar</p> <p>f. Marketing and Communications with fraternity, sponsors and supportersg. Work with identified partners to build the ecosystem</p>	<ul style="list-style-type: none"> - Establish SOP & Policies to support proper and transparent functioning of the Association. - Ensure proper management of the funds & grants allocated by SportSG and other monies from donors. - Maintain good relationship with sponsors and donors. - Support National Team's high performance aspirations such as major games, regional/international competitions. - Ensure National Team players have good and safe training environment. - Manage Volleyball Singapore social media for publicity efforts. Liaise with strategic

		partners to build the ecosystem of volleyball from learn-to-play to developmental players.
2. Orchestrating National Events Calendar	<p>a. Maintain and operationalize events calendar for volleyball in Singapore.</p> <p>b. Maintain good sponsor and donor relationships. Ensure timely and accurate delivery of contract agreement.</p>	<ul style="list-style-type: none"> ▪ A vibrant and sustainable volleyball calendar for programmes, competitions, courses.
3. Lead and Manage VAS Secretariat Team	<p>a. To guide and lead the secretariat team in daily functions and operations.</p>	<ul style="list-style-type: none"> ▪ A strong and reliable team to support the functions of the Association.
4. Helm conversations with SportSG/SSI/SNOC/SAVA &/or other foreign counterparts	<p>a. Support and drive the conversations with local and foreign sports authorities/ counterparts for multi-year sports planning, major games, regional/international competitions and projects.</p>	<ul style="list-style-type: none"> ▪ Volleyball Association of Singapore grows in recognition in the region.

3. SKILLS & KNOWLEDGE

EDUCATIONAL QUALIFICATIONS

It will be an advantage to have a diploma/degree in sports event management, or another relevant field such as leisure and recreation or physical education.
Experience in sports industry will be a plus.
Knowledge of the game will be an added advantage.

PERSONAL CHARACTERISTICS & BEHAVIOURS

- Possess a positive, generative, collaborative mindset
- Ability to adapt to changes
- Willingness to work long hours on weekends and evening to support events
- Takes initiative to find alternative funding
- Resourceful

SKILLS

- Strong organisational skills
- Excellent operational and logistical skills
- Excellent interpersonal skills
- Excellent communication skills
- Eye for details
- Enthusiasm & energy