



## INTRODUCTION

The Western District Rugby Union Football Club started with humble beginnings when, on the 13th March 1962, the Lyneham Rugby Union Football Club was formed.

The emphasis of the Lyneham Rugby Club was on junior Rugby and teams in all age divisions.

The first senior Lyneham Rugby team was entered into the ACT competition in reserve grade in 1963 and by 1966 Lyneham was represented in all three senior grades.

The opening of the Western District Rugby Club in Jamison on the 10th August 1970 signaled the formal change from Lyneham to Wests. This change in no way diminished the club's historical affiliation with Lyneham High School and this was reflected in the retention of the Maroon and Blue for the club colours and the rampant Lion emblem.

In the 2000's Wests continue to sweat, grunt and toil towards greater achievements in an atmosphere of respect, encouragement and professionalism. There is no better example of this than the unprecedented 2005 season in which Wests became the first ACT Rugby club to achieve Grand Final victories in all five senior grades. As the current players continue to grow the Wests Rugby tradition through their on-field feats, it is important that we understand where we have come from and that we all have a role to play in the future of our great club maintaining its position as the premier Rugby club in the ACT.

## POSITION OUTLINE

Western Districts is seeking a committed and innovative Commercial Operations Manager who will be responsible for the delivery of all Wests activities to drive revenue and organisational management across the club. The position must contribute and commit to a strong commercial operation to enable the club to perform at the highest level.

You will bring a strong understanding of business, marketing, social media, content creation and web based communication which will contribute to continually building on the success of the brand. You will enjoy actively engaging with people and be adaptable to meet the ongoing needs of the organisation.

The role is a permanent-part time role, with an expected 15-20 hour commitment per week. The Commercial Operations Manager will be reportable & supported by a strong Committee of Wests.

## JOB TASKS AND RESPONSIBILITIES

Your responsibilities will include:

- Manage existing relationships with sponsors and cultivate relationships with potential sponsors, including servicing the sponsor's requirements
- Target and liaise with potential new sponsors and develop relationships with them, including arrangement of meeting and presentation of sponsorship proposals.
- Liaising with, and enhancing the mutual benefits of the Wests Rugby Club with significant sponsors, including Canberra Southern Cross Club
- Apply social and web content statistics to sponsors
- Appropriately manage the budget with regard to purchase orders and other logistical requirements
- Review contract content regularly to ensure a "win-win" relationship with the sponsors
- Provide assistance in drawing up contracts where required

- Liaise with suppliers to ensure that signage production deadlines are met
- Coordinate club fundraising activities
- Facilitate rugby development and coaching opportunities with Brumbies Rugby
- Match day logistics for home games
- Organising and facilitating with ACT Government stakeholders
- Engagement activities with supporters of Wests, including facilitating and growing the Old Boys and Girls network
- Sports administration and compliance with ARU and Brumbies Rugby policies and procedures
- Liaising with Western Districts Junior Rugby Union Club

In addition to demonstrating relevant experience across the core functional areas of responsibility, candidates applying for this role should also possess a range of personal and professional attributes, including:

- Appropriate tertiary degree, or working towards either Sports Management, Business Management and/or Marketing
- Excellent time management
- Demonstrated relationship management skills
- Strong communication skills, written and verbal
- Process driven individual with attention to detail
- Self-starter with pro-active attitude

## **JOB BENEFITS**

- Great opportunity for student completing their tertiary qualifications relevant to the job description
- Access to significant networks with Wests, Brumbies and the Canberra rugby community
- Previous employees holding this position have gone on to roles such as Head of Sponsorship & Corporate Sales (South Sydney Rabbitohs), Chief Operating Officer (iCollege), Commercial Operations Manager (Brumbies Rugby), Sponsorship Coordinator (Western Force), and Executive Manager Commercial (West Australian Football Commission).

Please submit your resume with a cover letter to [AngusMcKerchar@gmail.com](mailto:AngusMcKerchar@gmail.com) by Friday 22<sup>nd</sup> December. For further details please email Angus McKerchar at [Angusmckerchar@gmail.com](mailto:Angusmckerchar@gmail.com)

For more information visit: [www.westslions.com.au](http://www.westslions.com.au) and <https://www.facebook.com/pg/Wests-Rugby-Club>

## **START DATE**

Anticipated start date would commence Mid-late January, initially for a eight-month contract, with an opportunity for extension.

## **SALARY**

Annual permanent-part time package \$40,000 (negotiable).