



Volunteer Position Description

Position	Location	Position Description Completed	Revision	Revision date
Director of Business	Seacliff Surf Life Saving Club	May 2026	Rev.1	25/05/2026

PURPOSE STATEMENT

The Director of Business is responsible, in line with the Constitution, for the strategic oversight, development and performance of the Club's commercial and business operations. The role supports strong governance, financial sustainability and growth across all business activities, including sponsorship, grants, hospitality operations and fundraising. Working closely with the President and Director of Finance, the Director of Business helps ensure the Club operates effectively and sustainably while strengthening member experience and community engagement. The role also provides leadership, direction and mentoring across this directorate, with a focus on building and maintaining strong sponsor and partner relationships, delivering successful fundraising and social initiatives, contributing to long-term strategic planning and asset development and strengthening member and community engagement through business initiatives

ROLE & RESPONSIBILITIES

The Director of Business will be responsible for the following areas:

Business operations;

- Develop and implement a Business & Commercial Strategy aligned with the Club's strategic plan
- Oversee performance and utilisation of Club assets including hospitality spaces and facilities
- Be the liaison between Seacliff SLSC and the Bistro Operator
- Monitor and review contracts and agreements relating to business operations (in conjunction with relevant Directors)
- Identify and pursue new revenue opportunities (events, partnerships, activations such as Surf)
- Provide recommendations to the Board on business improvements, investments, and cost efficiencies
- Will work closely with the Bistro Operator to ensure compliance, governance and all regulatory requirements are met and adhered to, including EWH&S policies and procedures
- Working with the Director of Finance, will report to the club on the business operations and financial performance on a monthly basis and as required

Sponsorship and Grants

- Convene and chair the sponsorship & grants sub committee or via an appointed delegate
- Manage the sponsorship and grants portfolio along with the Director of Finance.
- Maintain a register of equipment / requirements for grant opportunities
- Ensure sponsors, life members and VIPs are invited to relevant club events

Social and fundraising:

- Chair and convene the social & fundraising sub committee or via an appointed delegate
- Will promote and represent the Club & members in a positive manner and act as a positive role model
- Ensure effective communication between operational teams, subcommittees, and the Board of Directors
- Support succession planning within business-related portfolios

Seacliff Swim Squad

- Work with the Swim Squad Co Ordinator and Director of Finance to ensure the effective running of the swim squad ensure its ongoing viability
- Promoting the swim squad to club members to encourage maximum participation and engagement

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC
- Hold a current WWCC & National Police Clearance (or willing to obtain)
- Will have a good working knowledge of all SLS activities, policies, procedures, guidelines and other relevant documentation
- Working knowledge of Microsoft Office & good communication skills
- Good understanding of club processes & events
- Completed or willing to complete the SLS Safer Surf Clubs, SLSA online Leadership and Safeguarding Online awareness training
- Have a thorough understanding of current Life Saving structures, Club, State & National

- Good communication skills, people management skills and a willingness to accept responsibility

KEY CHALLENGES IN THE ROLE

- Prioritising competing operational and strategic demands
- Balancing commercial outcomes with member-focused values
- Managing stakeholder expectations across diverse groups
- Efficient oversight of sub committees within remit
- Ensuring compliance in a complex hospitality and regulatory environment
- Succession planning and volunteer engagement
- Maintaining a strong pipeline of club sponsors and ensuring sponsor promotion and engagement

SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload, consistently adhering to SLSSA protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work collaboratively within a team and delegate tasks appropriately • Good IT skills, use of email & other relevant platforms • Document management & electronic filing • Clear communication skills • Relationship management – understanding how to keep sponsors engaged • Strong negotiation skills and commercial acumen 	<ul style="list-style-type: none"> • Knowledge of relevant local, state and national policies, guidelines and procedures available. • Microsoft Office • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.

PREFERRED QUALIFICATIONS OR EXPERIENCE

- Business acumen and understanding of hospitality industry
- A practical, people-focused operator who can connect ideas to action through others
- Basic understanding of contract law, GST treatment of sponsorship income, grant acquittal obligations, and any fundraising regulations relevant to jurisdiction.
- Knowledge of the funding landscape in relation to accessible grants
- The ability to communicate professionally across a wide range of people — funders, corporate contacts, board members, and volunteers.

PERSONAL CHARACTERISTICS

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| <ul style="list-style-type: none"> • Ability to adapt style and be flexible • Community minded • Genuine interest in helping others • Good moral judgement • Good prioritisation skills • Naturally builds relationships (members, sponsors, council, suppliers) • Knows how to bring the right people into the room • Delegates without losing oversight | <ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management) • Open to change and continuous improvement |
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