



CANDIDATE BRIEFING NOTES



Chief Executive Officer
Sporting Shooters' Association of Australia (SSAA) Inc.





ABOUT SSAA INC...

The Sporting Shooters' Association of Australia (SSAA) was established in 1948 in order to promote the shooting sports and protect firearm owners' interests. Those roles remain the same today. The SSAA has a presence in each state and territory – each having its own association, with more than 200,000 members belonging to one of these. Each state/territory is independent and equal when making decisions and, alongside this, SSAA Inc. acts as the service body for the states/territories but also operates independently. With more than 440 clubs at which they can shoot, SSAA's 200,000-plus like-minded sporting shooters are part of Australia's premier sports shooting body.

The SSAA manages more than 18 shooting competitions – commonly referred to as 'disciplines' – at local, state, national and international levels. They cater to many different types of firearms, including shotguns, pistols, revolvers and rifles, in rimfire, centrefire, air and black powder configurations, so no matter what age or level competition you are interested in participating in, there is a discipline for everyone.

In addition to representing the interests of target shooting members, the SSAA promotes the ethical hunting activities of members and the sustainable use of wildlife. They encourage all hunters to display appropriate firearm handling skills, to conduct themselves in an acceptable way and to be responsible for themselves, others and the environment.

AIMS AND OBJECTIVES:

The SSAA's aims and objectives are:

- To promote and improve the role of the sporting shooter in Australia
- To help educate in the skills of hunting, shooting and proper care and safe handling of firearms
- To encourage all members to abide by the SSAA's Code of Conduct and Rules of etiquette when hunting
- To support farmers, particularly in the protection of native flora and fauna, and advocate game management in the Australian environment
- To act as an effective and credible voice, representing members to the public, community leaders and authorities

CODE OF CONDUCT:

SSAA members must adhere to the following basic ethical requirements. It is our Code of Conduct. Any breach of these requirements may result in suspension of membership or expulsion from the Association.

- Obey the rules of firearms laws and regulations
- Undertake to do all in their power to preserve the good image of the sport and the Association
- Support game management and wildlife conservation
- Encourage new shooters, both young and old, to acquire knowledge and ethical attitudes relating to game management, conservation and safe firearms ownership, all of which are the hallmark of the sporting shooter





ABOUT SSAA INC...(CONT'D)

AFFILIATIONS:

SSAA Inc. has affiliations and close relationships with a number of likeminded associations, including the American National Rifle Association (NRA), New Zealand Council of Licensed Firearms Owners (COLFO) and International Practical Shooting Confederation Australia (IPSC). They are a founding member of the World Forum on Shooting Activities (WFSA), which represents more than 100 million sporting shooters around the world and also has official Non-Government Organisation (NGO) status at the United Nations.

They regularly engage with relevant government and non-government departments and bodies, such as the Attorney-General's Department, Australian Border Force (formerly the Australian Customs and Border Protection Service), Australian Institute of Criminology (AIC) and Crimtrac, and they report on a range of political events and commentary regarding firearms ownership, sports shooting, recreational hunting and conservation issues.

EXECUTIVE ROLE BRIEF...

Our client, the Sporting Shooters' Association of Australia (SSAA) promotes shooting sports and protects firearm owners' interests. Established in 1948, the SSAA acts as the service body for the independent associations in each State and Territory, supporting more than 200,000 like-minded sporting shooters and over 440 clubs at which they can shoot. SSAA's aim is to promote and improve the role of the sporting shooter in Australia; educate in the skills of hunting, shooting and proper care and safe handling of firearms; support farmers in the protection of native flora and fauna; and advocate game management in the Australian environment.

The unique opportunity is now available for an experienced senior manager to join SSAA as Chief Executive Officer. Reporting to the Executive and Board, the CEO holds responsibility for the development and continued articulation of SSAA's strategic direction, implementation of business plans and oversight of the management of operations and staff.

Beyond business operations, the CEO will represent SSAA in its relationships with Government and regulatory bodies, community groups and liked-minded associations; identify and develop strategic alliances to extend the delivery of SSAA's programs and services; promote the social license with Conservation Wildlife Management and other programs; ensure SSAA maintains not-for-profit status; and support the State and Territory Associations to ensure their continued success.

Success in this role will be assured through your comprehensive knowledge of the shooting sports and firearms industry, as well as associated governance, regulatory and legislative frameworks. We are seeking an inspirational leader with outstanding interpersonal communication skills including sound negotiation, lobbying and advocacy capability, sound commercial acumen and with a focus on achieving results.

It is expected that the appointee resides in either Adelaide or Sydney, and will travel between the two locations as required. A relevant tertiary or post-graduate qualification in a relevant discipline would be advantageous, and the appointee must hold, or be able to obtain, a firearms licence.





POSITION DESCRIPTION...

Location: Adelaide or Sydney – Successful applicant is required to travel between the two offices as required

REPORTING AND WORKING RELATIONSHIPS

Reports to:

- SSAA Inc. Executive and Board

Managed Departments:

To assist and guide the SSAA Inc. Board and the Executive Committee, the CEO is to manage the SSAA's departments/staff, which includes but is not limited to:

- Accounting
- Communications, media, and publications
- Disciplines
- Hunting and Wildlife Management
- Membership
- Merchandise/Sales
- National Affairs and Lobbying
- Public Relations

ROLE PURPOSE

The position of Chief Executive Officer is responsible for the operations of Sporting Shooters' Association of Australia Inc., including:

- The development and continued articulation of the Association's strategic direction, implementation of business plans and overseeing the management of the Association's operations and staff
- Provision of management services to associated companies, which incorporate strategy development and implementation, oversight of business operations, regulatory and legislative obligations and governance and staff management
- To assist the State and Territory members where possible to increase their SSAA individual membership for all gender and age groups
- To assist the State and Territory members where possible with marketing and growth opportunities for all-ability competitor participation
- Continue compliance requirements with statutory departments for SSAA Inc. and in addition, investigate and establish additional professional protocols where required
- Conduct staff performance reviews to promote staff development and remuneration, within the needs of the Association
- Continue to consult with key government departments, media, and political actors to ensure SSAA Inc. is appropriately engaged
- Continue to communicate and report to the Executives and Board on a regular basis
- Continue to ensure the Association maintains a not-for-profit status
- Take all measures to protect and promote the SSAA brand and its activities





POSITION DESCRIPTION...(CONT'D)

DUTIES AND RESPONSIBILITIES

- Report to the Board on the implementation of the strategic plan to help support the aims, objectives, and purposes of the Association
- To work with the SSAA Inc. Treasurer to implement plans to maintain the overall financial sustainability and viability of the Association
- To work with the SSAA Inc. Treasurer to assist with the analysis report of the Association's financial position, including but not limited to: budgets, forecasts, monthly accounts and overall operating results
- Identify and recommend opportunities to generate income for the Association in consultation with the Board
- Review the operations of the Association to ensure cost effectiveness
- In conjunction with the SSAA Inc. executive, develop a set of KBIs to be reviewed on an annual basis or as required
- Assist the State and Territory members where possible for the growth and future development of their individual membership
- Work with the Executive Committee and Board to ensure the Association is compliant with all applicable government legislative and regulatory obligations
- Investigate and pursue opportunities for media production to assist the SSAA State and Territory membership to promote a better understanding of recreational hunting and shooting
- Assist in the marketing and promotion of sub-businesses
- Support the Board and its goals and vision for SSAA and serve as its media advisor and in communications
- Represent SSAA Inc. at expos, shows, conferences and competitions when required
- On behalf of SSAA Inc., will assist in consulting with the legal representatives engaged by SSAA Inc.
- Engage in lobbying activities within the Federal Parliamentary system and applicable Commonwealth departments. It is expected that the CEO will engage with, and closely monitor changes or potential changes to, federal firearm laws, regulations, standards, and codes of conduct, and will consult with the SSAA Inc. Board on these matters on a regular basis
- Write and/or coordinate media releases and function as the SSAA spokesperson for media outlets when required, or brief and delegate the responsibility to staff within the relevant department
- Assist the SSAA Inc. President to prepare for meetings with national leaders and international groups

Membership

- Oversee and be responsible for:
 - Staffing
 - Information Technology
 - Cyber Security
 - Physical office requirements/maintenance
 - Membership analysis in conjunction with States and Territories
 - Review staff policies and procedures





POSITION DESCRIPTION...(CONT'D)

National Affairs, Lobbying and Public Relations

- Identify and develop strategic alliances to extend the delivery of the Association's programs and services
- Represent the Association in its relationships with Government and regulatory bodies, community groups, and like-minded associations
- Protect the reputation of the Association
- Promote the Association's social license with Conservation Wildlife Management, and other associated programs
- Maintain relationships with multiple political parties, attending and engaging in relevant events
- Maintain related industry relationships and attend relevant events
- Assist SSAA State and Territories with legislative issues if required
- Monitor and attend international events

Accounting

- Consult and assist the Treasurer and Accountant with expenditure in accordance with authorities delegated by the Board
- Examine monthly profit and loss, balance sheet and investigating unexpected results
- Ensure processes and software are up to date
- In conjunction with the Accountant, set the budget for the Association
- Conduct mid-year and end-of-year financial reviews
- Co-present the budget to the Board for approval
- Review payroll activity and reports
- Investigate opportunities for financial efficiencies

Communication, Media and Publications

- In conjunction with the Chief of Staff, mentor and support editorial staff
- Review editorial content in print, web and video, ensuring inappropriate material is excluded
- In conjunction with the Chief of Staff, perform conclusive proofreading/approval of media
- Examine new media opportunities (*Australian Shooter*, *Australian Women's Shooter* and *Great Australian Outdoors*)
- Poster and advertisement direction
- Manage and negotiate with external contractors (Australia Post, printers, newsagencies)
- Create and review staff policies and procedures

Disciplines

- Guide, support and develop SSAA Inc. disciplines to maintain currency, relevance and engagement in legitimate shooting sports

Leadership

- Planning, coordination, and organisation skills: Plan and manage resources to assure achievement of milestones and goals
- Project management: Manage complex projects, including development, scoping, resourcing, and supervision of progress to achieve milestones and goals





POSITION DESCRIPTION...(CONT'D)

Analytical Capacity

- To be able to work in an environment which may require the problem-solving of complex and ambiguous problems

Other Duties

- Author Board reports for meetings and AGMs
- Continue professional development
- Gain and renew Association trademarks, domains and copyright
- Guide, support and develop marketing and merchandising on behalf of the Association
- Keep abreast of current shooting sports and hunting trends
- Monitor incoming communications
- MOUs and affiliations
- Manage the following for the SSAA Inc. offices:
 - Information Technology
 - Security in all its forms
 - Physical office requirements/maintenance
 - Policies and procedures

SELECTION CRITERIA

Qualifications

- Tertiary and postgraduate qualifications in an appropriate discipline, or equivalent formal studies, would be an advantage

Skills and Experience

- Have knowledge of the shooting sports and firearms industry
- Must hold, or be able to obtain, a firearm licence
- Strong business skills
- Strong understanding of governance, regulatory and legislative frameworks
- Experience in public speaking and communication
- Experience in a senior management role in a not-for-profit association and/or commercial enterprise
- Understanding of applicable state and federal government legislation





RECRUITMENT PROCESS...

Our best-practice and rigorous process incorporates pre-screening, initial interview, psychometric appraisal facilitated internally, reference checking and panel interview.

PSYCHOMETRIC APPRAISAL

Stillwell Management Consultants employs a team of Registered Psychologists and Registered Organisational Psychologists who work in parallel with our Recruitment team. The psychometric assessment process is administered and interpreted by our specialist team.

Successful applicants are offered a complimentary debrief session with one of our Registered Psychologists to take place within the first month of commencing in the role.

REFERENCE CHECKING

Should your application be shortlisted, you will be asked to provide the details of two to three professional referees. You will be required to provide SMC with the details of referees that you have directly reported to, in the past 10-15 years or currently.

Referees are only contacted once your permission has been sought, at such a time in the process that it is necessary, and this will occur during the latter stages of the process.

We do offer flexibility in the timing of when we contact referees, particularly if you are nominating someone you are currently reporting to, as such we are happy to discuss this with you at the appropriate time.

Stillwell Management Consultants endeavours to provide regular updates to you throughout the recruitment process, and all applicants will be notified, in writing or otherwise, of the outcome of their application.





LEAD CONSULTANTS...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



NICK STILLWELL
General Manager



TESS MAYES
Para Consultant

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select 'Chief Executive Officer' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role you are applying for
- a one-to-two-page Cover Letter addressed to the Consultant(s) listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

APPLICATIONS CLOSE AT 5:00PM ON FRIDAY, 17 MAY 2024.

