



Aligned Leisure

ACN 608 613 350

Swinburne Centre, Yarra Park, Richmond

PO Box 48 Richmond VIC 3121

alignedleisure.com.au

POSITION DESCRIPTION

POSITION TITLE:	Business Development Coordinator
EMPLOYER:	Aligned Leisure
LOCATION:	Head Office, Richmond Victoria
REPORTS TO:	Business Development Manager
TYPE OF EMPLOYMENT:	Full Time

COMPANY PROFILE

Aligned Leisure is a 100% owned subsidiary of the Richmond Football Club, established as a vehicle to manage the operations of Richmond's health, fitness and leisure business activities. Supported by the people and business systems of the Richmond Football Club, Aligned Leisure currently operates 29 leisure centres, community stadiums, pools, gyms and other facilities throughout Victoria and New South Wales.

Aligned Leisure deliver best value to our partners by aligning our programs and services with important local Municipal Health & Wellbeing Plan's that highlight unique key community priorities. Our programs and services are not about us, they are about our partners, and they will at all times be in total alignment with the needs of the specific community that we are servicing.

POSITION PURPOSE:

The Business Development Coordinator is responsible for the coordination of new business opportunities for Aligned Leisure in line with the agreed company strategy. They will ensure plans and tender responses are aligned to the unique needs of each local community, are of the highest quality and can be successfully implemented by the Operations Team.

Working collaboratively with the Executive Team, the Coordinator will ensure new business opportunities are well planned, researched and executed. They will assist in coordinating workflows throughout tender cycles.

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KEY RESPONSIBILITIES:

1. New Business Development

- Assist positioning Aligned Leisure as a sought-after leisure management services organisation.
- Coordinate project plans leveraging skills and experience across the Richmond Football Club Group.
- Draft relevant documents before and during tender periods.
- Support the development and review of financial plans.
- Coordination of design requirements for new business proposals.

2. Research

- Research and maintain a thorough understanding of the unique needs of prospects and partners.
- Identify and support the development of strategies to establish long term solutions.
- Review prospective partner strategies and plans to formulate the Aligned Leisure partnership approach and methodology.
- Integrate opportunities across the Richmond Football Club Group where relevant.

3. Contract Establishment

- Support the Operations Team to establish the Contract.
- Provide training and education to the Operations Teams on the intent of strategies developed throughout the tender.

4. Outstanding service delivery to all customers and stakeholders

- Aligned Leisure will be renowned for delivering outstanding service and providing memorable experiences for our customers. In your role, you will be relentless in identifying these opportunities and you will always ask yourself “How would I want a member of my family treated in this situation?”
- All Aligned Leisure staff will understand and deliver on our customer charter and service promise.

KEY RELATIONSHIPS:

- Local government and industry partners.
- Aligned Leisure Executive and Operations teams.
- Various Richmond Football Club business units.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Relevant tertiary qualifications in sport or business is desirable.
- Three years plus industry experience in business, sport administration, or community recreation.
- A passion for and history working in sport and leisure.
- Outstanding ability to succinctly develop written sales pitches and tenders.
- Strong interpersonal skills and relationship development skills.

PERSONAL ATTRIBUTES:

- Engaging.
- Entrepreneurial.
- Focused on the customer.
- Ability to work autonomously.
- Strong presentation and advisory skills.
- Understands, enjoys and is highly motivated in sport and leisure.

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