



SPORT TASMAN

Job Description

POSITION:	Advisor – Community Sport
BUSINESS UNIT:	Community Sport - Events
REPORTS TO :	Manager - Community Sport (Nelson)
DIRECT REPORTS:	Nil
LOCATION:	Sport Tasman, Sports House, Saxton Field, Stoke , Nelson
STATUS:	Permanent Full Time (40 Hrs Per Week)
REMUNERATION:	Grade: Zone 3; Steps 1-5 Salary Range: \$46,800 - \$56,160
DATE CREATED:	8 August 2017

SPORT TASMAN

OUR VISION

Healthy Vibrant Communities with More People More Active More Often

OUR PURPOSE

To lead, build and deliver opportunities across the top of the South region which provide and enhance sport and recreation knowledge, skills and experiences for our children, young people and adults alike, while developing strong systems and abilities of community organisations.

OUR VALUES

At Sport Tasman we work hard to operate by a set of values which include being:

COMMUNITY DRIVEN

Delivering community needs

INNOVATIVE

Thinking outside the square

CAN DO

We get on with the job

SUPPORTIVE

Helping others

THE ROLE AND WHAT WE NEED

The primary focus of this role is to lead Sport Tasman's Event Initiative.

The role will develop and implement Sport Tasman's event strategies and objectives in line with our strategic plan. This role is to lead, build and deliver on Sport Tasman's current events which cover three key areas: participation events; recognition events; events with significant community benefit for the region.

Sport Tasman is looking for a well organised, energetic and experienced event manager who can raise the bar on events across the Tasman region.

This individual will need to demonstrate a proven track record in event management, engaging the community, sponsors and stakeholders and have exceptional initiative and passion for delivering quality event experiences.

As this is a key role within the Sport Tasman team it will involve strategic thinking and leadership and be expected to contribute to the ongoing development of Sport Tasman initiatives and strategies.

KEY RESPONSIBILITIES

Deliver Sport Tasman's Events Initiative outcomes via the following focus areas:

1. Participate
 - Lead, build, and deliver quality Sport Tasman events.
 - Stage safe and successful events.
 - Evaluate, review, improve and grow events.
 - Develop and monitor budgets and financial sustainability of events.
2. Profile
 - Ensure effective communication to all participants, sponsors, partners and other stakeholders of Sport Tasman events.
 - Effectively use a variety of media platforms in promoting events including social media, websites, and print as appropriate.
 - Ensure all event branding is consistent with Sport Tasman, sponsors and partner branding.
3. Partner
 - Maintain and develop strong relationships with sponsors, partners and stakeholders.
 - Provide advice to Regional Sports Organisations in event delivery.
 - Manage volunteer staffing team

Sport Tasman; Our Team

- Live the Sport Tasman culture and commit to continued personal and professional development.
- Lend a hand with other duties as required from time to time.

QUALIFICATIONS / EXPERIENCE

ESSENTIAL: Proven experience in dealing with sponsors, funders, volunteers and other community stakeholder groups. Experience and understanding of strategic planning, budgeting and statutory regulations e.g. health and safety. Empathy, patience, enthusiasm and motivation. Full driver's license.

PREFERRED: Qualification and experience in event management, community sport and recreation or similar field. First Aid Certificate.