



# SPORT TASMAN

## Job Description

<b>POSITION:</b>	Advisor – Community Sport
<b>BUSINESS UNIT:</b>	Community Sport - Capability
<b>REPORTS TO :</b>	Manager - Community Sport (Marlborough)
<b>DIRECT REPORTS:</b>	Nil
<b>LOCATION:</b>	Sport Tasman, Stadium 2000, Kinross St, Blenheim
<b>STATUS:</b>	Permanent Full Time (40 Hrs Per Week)
<b>REMUNERATION:</b>	Salary Range: \$46,800 – \$51,480
<b>DATE CREATED:</b>	11 August 2017

### SPORT TASMAN

#### OUR VISION

Healthy Vibrant Communities with More People More Active More Often

#### OUR PURPOSE

To lead, build and deliver sport and recreation opportunities, knowledge, skills and experiences for our people, while developing strong sport systems and abilities of sector organisations across the Tasman region.

#### OUR VALUES

At Sport Tasman we have worked hard to work 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 provide leadership, support and advice to targeted sport and recreation organisations with the aim of improving their capability and performance in governance and operations.

Sport Tasman is looking for an organised, energetic and experienced person who can supercharge our engagement with and up-skilling of local community sport organisations in Marlborough.

You will need to demonstrate a proven track record in building relationships with stakeholders, and will have exceptional initiative and passion for increasing the impact of community sport organisations and clubs.

This role will involve strategic thinking and will contribute to the ongoing development of Sport Tasman initiatives and outcome areas.

## KEY RESPONSIBILITIES

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

### 1. Leadership

- Develop strong and effective relationships with the Regional Sports Organisations and clubs within the region.
- Promote and deliver effective sport development opportunities aligned to Sport NZ and National Sport Organisations' guidelines and philosophies.
- Support Marlborough Community Hub Coordinators to develop and implement sport and recreation opportunities for their communities.

### 2. Planning

- Provide strategic advice and support to targeted projects and organisations to improve capability and performance in governance and operational efficiency.
- Provide advice and training to sports organisations in respect to modern day sport management.
- Assess the impact of interventions and regularly review resources and presentation information.

### 3. Sharing

- Engage stakeholders regularly to determine the needs of our sports community and deliver Insight led interventions and projects against those needs.

### **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 volunteers both in a board and operational setting. Experience and understanding of strategic planning. A clear understanding of what makes an effective governance board. Empathy, patience, enthusiasm and motivation. Full driver's license.

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