****

**POSITION DESCRIPTION**

|  |
| --- |
| **Position Title:** Relationship Manager |
| **Reports to:** CEO | **Total Staff:** 7 |
| **Created:** October 2017 | **Direct Reports:** 4 |
| **Responsible for:**The delivery of inter-secondary school sport to 110 member schools and 100,000 students | **Location:**Sport Central, 14 Normanby Road, Mount Eden, Auckland |
| **Key Purpose of Role:**To develop relationships with College Sport Auckland’s delivery partners and member schools to facilitate opportunities for inter-secondary school sport for our 110 member schools and 100,000 students |

**KEY RELATIONSHIPS**

**Internal:**

* CEO
* Team Leader – Sport Administrators
* Sport Administrators
* Accounts

**External:**

* Sports Coordinators & Principals
* Regional Sporting Organisations and other delivery partners
* Regional Sports Trusts
* Venue Operators
* Sport Advisory Groups
* Aktive – Auckland Sport & Recreation
* Sport New Zealand

**ROLE CONTENT AND RESPONSIBILITIES**

* Develop strong relationships with Regional Sporting Organisations and other delivery partners to facilitate consistent quality competitions for all allocated sports
* Establish and work with appropriate advisory groups for allocated sports
* Organise pre and post competition meetings with Sport Administrators, delivery partners and advisory groups to plan and evaluate all competitions with the outcome of increasing participation
* Establish entry fees for all competitions in consultation with delivery partners
* Maintain close working relationships with Aktive – Auckland Sport & Recreation, Sport New Zealand and Regional Sports Trusts
* Keep updated on current sport issues and prepare regular updates for the College Sport Auckland Board
* Ensure all competitions are managed in line with the College Sport Auckland Bylaws
* Establish and maintain budgets for allocated sports
* Prepare and approve invoices in Xero as required