Job Description

POSITION DESCRIPTION: ActivAsian Lead

LOCATION: Sports House, Stadium Drive, Albany

PREPARED: August 2018

REPORTS TO: General Manager

TERM: Full-time 40 hours/week, Permanent contract

RELATIONSHIPS:

Internal	Nature of Relationship
General Manager	Direct Report
ActivAsian Team	Direct management of team
Community Sport Engagement Manager	Working relationship
Senior Leadership Team and Team Leaders	Working relationship
Volunteers	Oversight
Other Harbour Sport Staff	Peer Relationship
External	**Nature of Relationship**
Aktive, Sport NZ, Auckland Council, Immigration NZ, Foundation North, other funders	Accountability
Asian Community Groups/Organisations Settlement Support Agencies Regional/National Sports Organisations Sports Clubs Community Coordinators District Health Board Government/Ministry Primary and Secondary Schools Tertiary Institutions Outdoor Recreation Organisations Other aligned organisations	Programme Stakeholders

PRIMARY PURPOSES OF THE POSITION

- Your primary functional purpose is to work collaboratively with colleagues and community in an enthusiastic and proactive manner in key areas determined by Harbour Sport, to achieve key tasks and KPIs, reflecting Harbour Sport values at all times.
- This is the most important aspect of your work in our organisation and will determine your remuneration and development opportunities.
- Effectively lead, manage and evaluate Harbour Sport's ActivAsian team, its staff members and programmes
- Strategically lead and provide guidance to the wider Auckland ActivAsian initiative
- Ensure the effective implementation and evaluation of the ActivAsian initiative in accordance with the Regional ActivAsian Plan

KEY AREAS OF ACCOUNTABILITY

Stakeholder Relationship Management	1. A respected connector working alongside key identified stakeholders who deliver quality experiences, opportunities and support to our Asian population in our communities 2. Building strategic partnerships in the Asian, sport & recreation, multi-cultural, new-migrant, and settlement support communities 3. Establishing effective working relationships with sport and recreation influencers to support Asian community engagement in the sport sector 4. Maintaining existing, and building new relationships with funders or prospective funders to ensure sustainable funding streams for ActivAsian
Strategic Leadership and Project Management	1. Using local insights to determine what programmes and initiatives will be delivered into our communities, with an emphasis on increasing participation in organised sport 2. Overseeing the delivery of outcomes of the ActivAsian project in accordance with the Regional ActivAsian Implementation Plan 3. Effectively manage all aspects of the local ActivAsian programme to ensure it meets KPIs and is delivered within budget 4. Effectively manage all aspects of the Regional ActivAsian programme to ensure it meets KPIs and is delivered within budget 5. Ensuring a sustainable delivery model with a focus on leadership development and capability building 6. Ensuring all contractual obligations with funders are met and accountability reports are completed on time 7. Conduct fortnightly ActivAsian Team Meetings and Monthly Regional ActivAsian Team Meetings
Ethnic Engagement Leadership and Advocacy	1. Provide Asian cultural advice/liaison to Harbour Sport staff and stakeholders 2. Promote the benefits and importance of sport, recreation or physical activity to the Asian community by facilitation of presentations at community groups and advocating on behalf of Harbour Sport and partner organisations 3. Building capability of sport providers to better engage the Asian community in sport and recreation 4. Directing the development and implementation of strategies to raise Asian awareness of participating in sports 5. Engaging with ethnic and mainstream media outlets to advocate for Asian community engagement in sport and recreation 6. Advise and contribute to Asian Community Engagement strategies alongside partner organisations
Other Duties	1. To fully support and demonstrate the values and culture of Harbour Sport and where practical support other Trust programmes/initiatives/events 2. Undergo professional development training opportunities provided by Harbour Sport where appropriate

KEY QUALIFICATIONS AND COMPETENCIES

QUALIFICATIONS

- Holds a relevant tertiary qualification or has relevant experience in the Sport & Recreation sector or Community Engagement
- Holds a current full drivers' licence

EXPERIENCE & SKILLS

- Experience in community development, project management, working with not-for-profit community organisations, working with Asian and other ethnic populations
- High level of understanding, empathy and appreciation of the Asian, new migrant, ethnic community, with a focus on their motivations, needs, values and attitudes towards sport and recreation
- Effective relationship development and management skills
- Experience in leadership, demonstrating the ability to interact with the leaders of schools and sports organisations to influence change
- Experience in strategic planning and implementation of strategies
- Experience in delivering presentations or workshops to groups
- Experience in budget management and fundraising/procurement
- Ability to facilitate/influence change
- Computer literate and systems orientated (Microsoft Office, email, database, contemporary communication tools, social media).

PERSONAL ATTRIBUTES/COMPETENCIES

- Good team work ethic and capable of working independently
- Passionate about diversity and inclusion in sport and recreation
- Highly motivated and committed to delivering initiatives to a high standard
- Highly organised with effective time management skills and can work fixed and flexible hours (including evening and weekend work if required)
- Strong interpersonal skills and culturally aware, capable
- An enthusiasm for sport and recreation
- Awareness of sport and community organisations and Asian community groups on the North Shore
- Commitment to on-going training and professional development

COMMUNICATION

- Excellent oral and written communication skills
- Comfortable speaking in front of large groups and facilitating/delivering workshops
- Analytical and written skills, including research and writing of proposals and reports
- Fluent in English. Ability to speak an Asian language is an advantage