Job Description

**POSITION DESCRIPTION:** KiwiSport Administrator

**LOCATION:** Sports House, Stadium Drive, Albany

**PREPARED:** March 2019

**REPORTS TO:** Office Manager

**TERM:**  Fixed Term 10 hours per week

**RELATIONSHIPS:**

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| **Internal** | **Nature of Relationship** |
| Office Manager | Direct Report |
| Community Sport Engagement Manager | Working Relationship |
| Community Coaching Advisor | Working Relationship |
| Young People Lead  | Working Relationship |
| Primary School Lead | Working Relationship |
| Other Harbour Sport Staff | Peer Relationship |
| **External** | **Nature of Relationship** |
| Aktive, Sport NZ | Accountability |
| Regional Sports Organisations / National Sports Organisations, Sports Clubs, Schools, Other RST KiwiSport Managers | Programme stakeholders |

**PRIMARY PURPOSES OF THE POSITION:**

* Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs
* Your task in Harbour Sport is to ‘own’ your role. You are the leader of your own business unit.
* You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply good practice, to be accountable for your progress and to evaluate all work and complete to the highest standard.
* Harbour Sport values continuous improvement and expects a commitment from ‘good to great’.
* This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity

**KEY AREAS OF ACCOUNTABILITY**

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| --- | --- |
| **Stakeholder Relationship Management** | 1. The key contact in KiwiSport who works alongside key identified stakeholders to manage the delivery of Harbour Sport’s KiwiSport funding on behalf of the Harbour community
2. Actively relationship manage KiwiSport projects in the Harbour region
3. Establish effective and influential relationships within the community and with other KiwiSport Managers
4. Organise and/or attend meetings as and when relevant
5. To manage and report on Harbour Sport’s KiwiSport funding accurately and in a timely manner
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| **Programmes & Initiatives** | 1. Lead the project management and administration of KiwiSport at Harbour Sport to ensure that all agreed systems and processes are in place and are adhered to throughout
2. Actively support the planning, development, evaluation and quality control of KiwiSport projects in the Harbour region
3. Development and management of KiwiSport contracts
4. Lead the monitoring and evaluation of KiwiSport projects
5. Co-ordinate project Relationship Managers in Harbour Sport
6. Utilise and share examples of good practice
7. Review and manage all online Harbour Sport KiwiSport resources including Facebook and website
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| **Leadership** | 1. Lead KiwiSport Internal Advisory Group meetings
2. Lead KiwiSport External Advisory Group meetings
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| **Other Duties** | 1. To fully support and demonstrate the values and culture of Harbour Sport
2. Undergo professional development training opportunities provided by Harbour Sport where appropriate
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**QUALIFICATIONS**

* A tertiary qualification in Sport, Sports Management, Community Work,

Education or related field (preferred).

* Holds a current full driver’s licence

**EXPERIENCE & SKILLS**

* Experience working in the sport, recreation and education sector
* Experience in monitoring and evaluation
* Project development and management skills
* Team Player
* Leadership experience
* Ability to develop relationships with individuals and organisations
* Understanding of and empathy with, people of different ages and cultures
* Highly developed organisational skills
* Confidence in public speaking
* Excellent oral and written communication skills
* Experience in dealing with the media and other promotional avenues
* Computer literate and systems orientated

**PERSONAL ATTRIBUTES/COMPETENCIES**

* Good team work ethic and capable of working independently
* 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
* An enthusiasm for sport and recreation
* Commitment to on-going training and professional development