



Job Description: Sport Manager

North Harbour Softball Association is responsible for the delivery of the organisation's strategic plan and the day to day operations of the organization including competitions, representative programme, recruitment and retention, game development, marketing and finance.

The Sport Manager reports to the Board of NHSA and is based at Rosedale Park, Albany.

KEY RESPONSIBILITIES

Governance, Policies and Planning

- Implement good Governance including general policies to meet standards set by the Board and Softball New Zealand; direct the administration and execution of such policies and procedures.
- Plan, develop and approve specific operational policies, programs, procedures and methods in alignment with general policies.
- With the Board, coordinate the development of NHSA's Strategic Plan and drive the development of operational plans to deliver positive outcomes. Regularly review and provide updates to the Board on progress.
- Develop, maintain and administer a sound organisational plan, initiating improvements as necessary.
- Develop and present the Annual Report and all associated documents for the AGM.
- Ensure compliance with workplace legislation and effective management of risk.
- Ensure that HR and workforce is managed in line with all legislative requirements.
- Sets the standard for effective management, maintaining a high level of ethics, creativity, productivity and genuine concern for the development of staff and volunteers.

Stakeholder Relationships

- Attend meetings of the Board, Softball New Zealand, Board sub-committees and Clubs as required.
- Work collaboratively with key stakeholders including but not limited to Softball New Zealand, Auckland Softball, Counties Softball, Clubs, suppliers, Harbour Sport, Rosedale Park Trust, corporate partners and funders of Harbour Softball.
- Attend stakeholder meetings including functions and events conducted by the softball family as required.

Business Development

- Servicing of the membership that includes capability building and increasing opportunities for growth and development in the participation of softball in North Harbour region.
- Identify and pursue new opportunities that benefits both elite and recreational pathways for all athletes.
- Oversight of the profitability of the venue spaces available for hire, plus Bar facilities.
- Identify new sources of revenue to ensure the continued growth and success of the organisation.

Finance and Administration

- Work collaboratively with the Finance Administrator to oversee the development of operating budgets according to the budget calendar; monitor monthly results and other financial statements, taking effective corrective action as required.
- Deliver the Board approved budgeted result for the organisation.



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- Management of Bar, in conjunction with Bar Manager, and ensure NHSA's bar operation adheres to legal obligations.

Marketing and Communications

- Execution and management of commercial partnerships and grants, including reporting and acquittals.
- Development of Harbour Softball brand, its promotion and relevant marketing and communications plans, with an emphasis on digital.

REPORTING RELATIONSHIPS

Reports to: Board of Harbour Softball, which involves:

- Attending all Board meetings.
- Collaborating with the Board Chair on a regular basis in between meeting times, to discuss and identify any risks to the business.
- Providing written and verbal reports to the Board in accordance with the schedule of meetings.
- Apprising the Board of trends, changing circumstances and unexpected occurrences that could call for innovation or the adaptation of the business plan.

Direct Reports:

- Finance Administrator (contract, two days per week)
- Operations Officer (six month contract, in-season)
- Various contractors and volunteers (including, but not limited to, Game Development, Grounds, Tuck Shop, Bar).

HOURS OF WORK

This is a permanent, full time position. The role requires flexible hours, including evenings and weekends, to cater for the needs and operations of NHSA and its members.

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualifications, or relevant experience, in Sports Management, Business, Communications or a related discipline.

Experience

- Delivery of membership services, including online database set-up and management
- Strong stakeholder relationship management experience
- Demonstrated ability to work collaboratively with a diverse set of stakeholders
- Ability to identify and source alternative revenue streams
- Working with Boards and Committees
- Marketing and promotion
- Financial management systems and budget preparations
- Report writing and preparing submissions
- Managing a commercial food and beverage operation
- Managing a venue/ stadium operation
- Competition management, including the development of draws.

Personal abilities/aptitudes/skills

- High level of oral and written communication skills
- Ability to establish and maintain effective working relationships with a range of stakeholders



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- Demonstrated high level of ability to prepare funding submissions and reports
- High level of problem solving and evaluation skills
- High level of leadership skills
- Demonstrated ability to manage both paid and volunteer workforce

Knowledge

- An understanding of the workings of not-for-profit, community and/or sporting organisations and their affiliates
- Understanding of the sport of softball desirable, but not essential.
- A sound knowledge of Grant/ Funding programs
- Understanding of Sporty desirable, but not essential.
- Understanding of Xero accounting software, or a willingness to learn.