



## SPORTS AND CLUBS PARTNERSHIP LEAD

### POSITION DESCRIPTION

<i>BUSINESS UNIT</i>	<i>COMMUNITY SPORT</i>
<b>REPORTS TO</b>	Active Communities Manager
<b>LOCATION</b>	Sport Whanganui Office
<b>HOURS OF WORK</b>	Full Time 40 Hours per week Monday ~ Friday (negotiated)
<b>KEY INTERNAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• C.E.O</li> <li>• General Manager</li> <li>• Business Manager</li> <li>• Active Communities Manager</li> <li>• Active Communities Team</li> </ul>
<b>KEY EXTERNAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• National and Regional Sport Organisations</li> <li>• Local Associations, and Clubs</li> <li>• Regional stakeholders, sponsors, and partners</li> <li>• Sport NZ</li> </ul>

## ABOUT SPORT WHANGANUI

Sport Whanganui are a Charitable Trust governed by a board of trustees and managed by a Chief Executive Officer. As one of 13 Regional Sports Trusts (RST) nationally servicing our geographical area of Rangitikei, Ruapehu and Whanganui. Sport Whanganui are funded through regional contracts (Sport NZ, MoH, MSD, DHB) as well as securing sponsorship and funding applications.

**Sport Whanganui's Vision:** *Active, Healthy, and connected communities.*

**Sport Whanganui's Purpose:** *To activate, connect and strengthen our communities to support and enhance their health and wellbeing.*

### **Sport Whanganui's Strategic Outcomes:**

1. **Activate the Future / Whakahohe** –NEW REACH, NEW MODES, NEW PLACES. Support our communities to try new things, in new ways, by creating new opportunities and partnerships across our region.
2. **Strengthen the Core / Whakapakari** – ACTIVE FOR LIFE, SUPPORTING OUR FOUNDATION. Empower our community to think differently and create a strong future that supports people to be active, healthy and connected.
3. **Connect our Community / Hononga** – STRONG RELATIONSHIPS AND PARTNERSHIPS, DIVERSITY AND REPRESENTATION. As our diverse communities continue to change, we will build meaningful relationships and partner with people and organisations to extend our reach and impact.

## PURPOSE OF ROLE

The purpose of the Sports and Clubs Partnership Lead role is to support play, active recreation, and sport organisations both locally and regionally to grow participation and support the active recreation, sport and club sector across the region. The objective is to provide advocacy, leadership, and influence to:

- Activate, strengthen, and connect communities.
- Contribute to the Active Communities team to improve community health and wellbeing.
- Work in partnership with the community.

The purpose of the Active Communities Team is to work with internal and external partners to get more people active using parks, open spaces, and community facilities.

**ACCOUNTABILITIES AND RESPONSIBILITIES**

Accountabilities	Responsibilities
Strategy and Planning	<ul style="list-style-type: none"> <li>• Engage with the sport, active recreation, and club sector to identify the opportunities, undertake needs assessments, and develop plans and strategies to grow participation and support the sustainability of the sector.</li> <li>• Provide expert advice around sport, active recreation and club issues, opportunities, and priorities.</li> <li>• Prioritise sport, active recreation and club projects and initiatives according to evidence, impact and alignment with strategies and goals.</li> <li>• Articulate sports and club issues and opportunities and contribute to strategic active recreation and sport planning.</li> <li>• Support play, active recreation, and sport providers to become incorporated and/or charitable organisations.</li> <li>• Support regional organisations, associations and clubs to create strategic and annual plans.</li> <li>• Provide opportunities to improve sector knowledge and understanding of the Balance is Better principles.</li> <li>• Support and advocate for equity, diversity and inclusion for woman and girls, minority groups and those with disabilities.</li> </ul>
Project Planning and Management	<ul style="list-style-type: none"> <li>• Develop partnership agreements for agreed sport, active recreation and club projects and initiatives.</li> <li>• Work with key stakeholders to develop and deliver agreed projects and initiatives.</li> <li>• Act as a conduit between stakeholders and Sport Whanganui to support the successful delivery of agreed projects, programs, and initiatives.</li> </ul>

Relationship Management	<ul style="list-style-type: none"> <li>• Develop, build, and maintain effective and cooperative relationships with sport, active recreation, and club stakeholders.</li> <li>• Connect and build relationships with Regional Sport Trusts, National Sport Organisations, Regional Sport Organisations and schools – leading to co-designed initiatives targeting priority communities.</li> <li>• Unlock new partnerships and influence sector partners to implement new participation opportunities ideally aligning and utilising the Tu Manawa activation fund.</li> <li>• Update the database of key sport influencers and stakeholders.</li> </ul>
Insights and Information Management	<ul style="list-style-type: none"> <li>• Keep abreast of changes in the sports and clubs’ sector and proactively provide them with information and insights to support their organisations.</li> <li>• Develop and maintain sports and club’s information management systems.</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Manage the Tu Manawa Active Aotearoa fund and complete reporting as required.</li> <li>• Work with the Tu Manawa panel to assess and provide funding to community organisations across the community.</li> <li>• Provide strategic advice to Sport Whanganui into the sport, active recreation and club projects and initiatives.</li> <li>• Provide advice on alternative sources of funding and resources to support sport and club initiatives.</li> <li>• Support community organisations to prepare funding applications from external and internal sources including NZCT and gaming trusts.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Demonstrate leadership behaviors in all that you do, including inspiration, vision, courage, and integrity.</li> <li>• Operate from a shared values base and positivity role model and demonstrate behaviors and management practices consistent with those values.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify issues or risks to achieve Sport Whanganui objectives and develop and implement mitigation strategies.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Show leadership of commitment and strong understanding of Te tiriti o Waitangi and the principals of partnership, participation, and protection.</li> <li>• Establish and maintain effective professional relationships focused on the wellbeing of our staff and ultimately the community by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi.</li> <li>• Continue to develop understanding of Te Tiriti o Waitangi and continue to develop knowledge of Tikanga Maori and the appropriate usage and accurate pronunciation of Te Reo Maori.</li> <li>• Demonstrate a commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context.</li> <li>• Actively participate in the partnership with Mana Whenua and Maori.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Take responsibility for your work environment; identify hazards and risks to ensure they are addressed.</li> <li>• Ensure full understanding of workplace health and safety at Sport Whanganui.</li> <li>• Ensure safe systems of work, including emergency procedure for all areas of responsibility.</li> <li>• Ensure tasks and operations are risk assessed and have the appropriate control plans in place.</li> </ul>

## STRUCTURE

The Sports and Clubs Partnership Lead will work within the Active Communities Team. They will report directly to the Active Communities Manager who will supervise their overall work program in conjunction with the General Manager.

## KEY SELECTION CRITERIA

Sport Whanganui Core Competencies			
<b>Building</b>	Relationship building and management	Effectively brings people together to achieve collective impact. Understands that opportunities come from building relationships and keeping them alive.	
	Influencing	Can find a common language to relate to the audience to influence and create change.	
	Communication	Is approachable, open, and willing to listen.	Is a strong presenter and can think creatively.
<b>Leading</b>	Collaborative leadership	Engages with a range of partners and organisations.	
<b>Designing and Doing</b>	Co design and design thinking	Understanding of design thinking, co design or related fields and can apply to this work.	
	Data and Evaluation	Supports evidence informed practice. Supports the team and community to draw on insights and analysis to make decisions.	
<b>Managing / Sustaining</b>	Reflective Practice	Critically reflects on self, team and work and can adapt the work programme, processes and actions accordingly.	

	Risk Management	Can effectively manage reputational risk which may result from working with stakeholders. Manages risk, escalates up and reports blockages when they occur.
	Project Management	Able to work on multiple projects effectively and facilitates engaging and inclusive consultation. Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.

## PERSONAL QUALITIES AND EXPERTISE

The Sport Whanganui workforce are innovative and creative, and must exhibit the following mindsets and qualities:

- **People Focused** – Empathetic and supportive, act with integrity in all that you do. A personal commitment to social change and collaborative in positive and meaningful ways.
- **Action - orientated** – Curious, proactive and takes initiative, seizes opportunities and acts upon them, resourceful and learns by doing, takes responsibility for own actions.
- **Adaptive** – Flexible and agile, open to new ideas, accepts changed priorities, has an experimental mindset, and recognizes the merits of different options and acts accordingly.
- **Open and Courageous** – Seek diverse perspectives and value difference, possess a growth mindset and courageous in actions.
- **Reflective and Strategic** – Can see the bigger picture; is reflective and can adapt to suit community needs. Is comfortable working within diverse communities.
- **Cultural Responsiveness** – Aware of the important place of indigenous leadership, strengthening relationships with mana whenua, and working in a bi-cultural context. Understands and knows when to seek support.

**Qualifications**

- A tertiary qualification in fields related to physical activity, sport, education or similar would be desired.
- Demonstrated experience in social innovation, community led development or related fields.
- Demonstrated experience in physical activity, sport and/or play.
- IT Strength would be an advantage

**Specialist Expertise**

- Valid NZ Driver's License
- To be considered you must have the right to live and work in New Zealand.