



POSITION DESCRIPTION

POSITION:	ActivAsian Community Lead
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	April 2021
REPORTS TO:	ActivAsian Manager
TERM:	Full Time 40 hours/week Permanent contract

RELATIONSHIPS EXTERNAL

- Sport New Zealand
- Aktive – Auckland Sport and Recreation
- Regional Sports Trusts
- Asian Community Groups/organisations
- Settlement Support Agencies
- Regional/National Sports Organisations
- Funding agencies and sponsors
- Sports Clubs
- Community Coordinators
- Waitemata PHO
- Waitemata District Health Board
- Auckland Council
- Office of Ethnic Communities
- Primary and Secondary Schools
- Tertiary Institutions
- Outdoor Recreation Providers

RELATIONSHIPS INTERNAL

- Harbour Sport Staff
- Harbour Sport Board of Trustees
- Volunteers

PEOPLE MANAGEMENT

- Management of staff and other relevant personnel for the development and implementation of ActivAsian community programmes
- Professional opportunity to be directly reported by Harbour Sport ActivAsian Coordinators and placement students

PRIMARY PURPOSE OF THIS 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, reflecting Harbour Sport values at all times
- You are responsible for supporting, and in some cases leading the development, implementation and reviewing robust and effective ethnic engagement initiatives in the Harbour region
- Educate targeted community about the value and benefits of sport and physical activity
- Identify key leaders in the Asian community, build their capability in leading and implementing physical activity programmes
- Increase participation in physical activity in the Asian community

KEY TASKS

- To deliver the outcomes of the ActivAsian project in the Asian community and manage all ActivAsian community programmes. This includes overseeing and coordinating the delivery of the following projects (but not limited to):
 - Aquatics Collaboration and Water Safety Initiatives
 - Harbour Sport Youth programme
 - Asian Girls Equip'd programme
 - Tū Manawa projects
 - Development of innovative and effective programmes that increase Asian community's participation in play, active recreation and sport
 - Promotions, marketing and communications of all ActivAsian community programmes
- To assist with the operations of the ActivAsian Programme, and support the ActivAsian Manager where required
- To provide support to our play, active recreation and sport stakeholders in developing appropriate ethnic engagement initiatives and upskilling the sector in Diversity and Inclusion
- To assist ActivAsian Manager in securing funding and/or grants for the operations of the ActivAsian initiative
- Provide cultural advice/liaison to Harbour sport staff and RSOs
- Promote the benefits and importance of sport, recreation or physical activity to the Asian community by presenting at community groups and advocating on behalf of Harbour Sport and partner organisations
- Ongoing consultation with the Asian community regarding their needs
- Attend ActivAsian and other Harbour Sport staff meetings
- To fully support the philosophy and culture of the Trust and where practical support other Trust programmes/initiatives/events
- Undergo professional development training opportunities provided by Sport NZ and the Trust where appropriate

Leadership

- Provide leadership, support and analysis to Clubs, Schools and Regional Sports Organisations within the North Harbour region on ethnic engagement related issues
- Contribute to the development of a system that allows a variety of quality and accessible development opportunities for RSOs, Clubs and other community recreation organisation
- Provide support to partner organisations in developing appropriate translated, resources for the Asian community
- Support the Sport Capability Team to foster a collaborative approach to the development of ethnic engagement initiatives in the region
- Lead and develop ActivAsian community programmes with the ActivAsian Team

SKILLS, KNOWLEDGE and EXPERIENCE

Qualifications

- Sport and Recreation degree or an equivalent qualification (Community Development, health promotion)

Experience

- In the Sport and Recreation Sector
- In community development
- In Asian communities and other ethnic populations
- In working with youth and women and girls
- In working with not-for-profit community organisations
- Facilitation and delivery experience, especially to youth
- In applying for funding and grants

Knowledge

- Passion for play, active recreation and sport
- Passion for health and wellbeing
- Understanding of Asian culture and their needs in relation to play, active recreation and sport
- New Zealand sporting structures
- Cultural competencies, and how to engage with people from diverse backgrounds
- Understanding of local and central government
- Understanding of, and empathy with, people of different ages and cultures

Skills

- Excellent oral and written communication skills
- Computer literate and systems orientated (Word, Excel, Internet, Database).
- Asian language skills preferable but not essential
- Must have excellent leadership skills, particularly a demonstrated ability to develop and grow people internally and externally
- Good relationship development and management skills
- A high level of professionalism and organisational skills
- Ability to coach, instruct and develop relationships with organisations
- High degree of energy, motivation and dedication
- Awareness and ability to work with volunteers and a variety of levels in the sector
- Confidence in public speaking
- Planning and strategic planning skills
- Team player
- Highly supportive of organisational values
- Commitment to continuous improvement
- Willing to work flexible hours, including evening work
- Current clean driver's licence