



# Volleyball New Zealand

## Full time Administrator

### POSITION DESCRIPTION

**Title: Administrator.** Volleyball NZ (Inc) seeks to appoint an individual to the role of Administrator.  
This is a permanent full time role.

**Reports To:** Volleyball New Zealand Chief Executive

### PURPOSE OF THE ROLE

The purpose of the role is to serve the Volleyball community in a proactive and enthusiastic manner contributing to the implementation and delivery of the strategic plan and adhering to the Volleyball NZ values of integrity, wellbeing, accessibility and collaboration.

You will lead, manage and direct the full administrative needs for Volleyball New Zealand including but not limited to: delivering full time customer service, managing day to day administration including all communication, IT, website, Board, Chief Executive, manage and organise camps, tours, programmes, trainings, manage High Performance programmes and relationships, oversee accounts and the database and manage the referee manager positions.

### ROLE RESPONSIBILITIES

- Oversee the documentation and implementation of quality programme and operational plans including camps and trials, with a commitment to continuous quality improvement.
- Develop and improve systems and processes that optimise resources and technology.
- Meaningful, open and timely internally and external communication.
- Office Management and administration duties including policies and procedures.
- Associations, zones, clubs, schools and community providers interface.
- Manage and record data on programme outcomes for required reporting. Oversee the implementation of effective monitoring and evaluation systems.
- Ensure effective systems are in place to mitigate risks.
- Oversee selection, training and performance of interns.
- Work with key stakeholders to plan, manage and coordinate the calendar.
- Work with other team members increasing the profile and attractiveness of volleyball being committed to new opportunities. Implement and investigate tools and resources to enable growth.
- Assist in growing the profile and brand of the game at local, regional and national levels, creating a national marketing plan that increases the profile and attractiveness of volleyball.
- Support initiatives that improve Volleyball NZ.
- Oversee communications from the office including Association specific communication and member wide communications.
- Develop and maintain strong positive working relationships with key stakeholders.
- Provide quality support to the Volleyball community, working closely to value, acknowledge and support the development of highly engaged associations, zones, clubs, schools and community providers.
- Lead and contribute to a culture focused on the health, safety and wellbeing of staff and stakeholders.

- Provide support to the Board
- Coordinate and support delivery of VNZ projects.
- Oversee the development, documentation and implementation of quality tours, with a commitment to continuous quality improvement.
- Develop and improve systems and processes that optimise quality tours.
- Provide accurate budgets for each planned tour.
- Meaningful, open and timely internal and external communication.
- Management and administration duties related to tours.
- Associations, zones, clubs, schools and community providers interface.
- Manage and record data on programme outcomes for required management.
- Oversee the implementation of effective monitoring and evaluation systems.
- Ensure effective systems are in place to mitigate risks.
- Work with key stakeholders, particularly coaches and managers to plan, manage and coordinate the tours.
- Work with VNZ staff to manage the international calendar.
- Provide advice to the Chief Executive on tour management.
- Manage any interns and their tasks for other staff.
- Provide management, support and leadership for referee managers and accreditation
- Support the accountant and ensure all overdue invoices are followed up and the Board's 'no pay, no play' policy is endorsed

## **OTHER RESPONSIBILITIES**

- Support other staff with duties as appropriate.
- Develop own levels of skill and effectiveness in relevant professional areas.
- Ensure duties are carried out in a timely and accurate manner which reflects Volleyball NZ brand and values and is in accordance with Volleyball NZ's policies and procedures.
- Undertake other duties as reasonably directed by Managers or Chief Executive.
- Formulate and administer policy advice and strategic planning.

## **QUALIFICATIONS**

Candidates for the role of Administrator will require a range of personal and professional skills. The following skills and qualifications are requirements for the role:

- Tertiary qualification in sport and recreation management
- Relevant experience in sport administration related fields and / or business.
- Experience in office management in a sports organisation including an NSO, RST or RSO.

## **CRITERIA**

- Experience within the sports sector, specifically within volleyball
- Strong and effective management skills.
- Team Player.
- Outstanding organisational skills, excellent communication and interpersonal skills. Sound computer and IT skills.
- Ability to manage unpredictable demands in a professional and courteous manner.
- Ability to manage records, information, databases and CRM.
- Evidence of commitment to continuous improvement

- Strong volleyball knowledge including referee management and rules of volleyball
- Accounts experience

While representing Volleyball NZ, the Administrator will display characteristics including reliability, punctuality and courtesy, and be self-motivated and well presented at all times.

## **INFORMATION**

While representing Volleyball NZ, the Administrator will display characteristics including reliability, punctuality and courtesy, and be self-motivated and well presented at all times.

The successful candidate will be required to develop and manage a range of internal and external key relationships including:

- Volleyball NZ Chief Executive, other Volleyball NZ staff
- Associations, zones, clubs, schools and community providers
- Regional and National Coaches and Managers
- Sponsors, funders, commercial companies
- Maori, Asian and Pasifika communities

Volleyball NZ will carry out an annual performance appraisal based on the following key performance indicators:

- compliance with the Position Requirements set forth in this document.
- the structure, delivery, and outcomes from the Administrator.

In accordance with the appropriate legislation all candidates will be required to undergo a background check, comply with the Volleyball NZ Member Protection Policy and sign all necessary documents and forms as required by law.

Selection of the successful candidate will include the results of police check and relevant reference checks. The position is based in Sports House, Albany, Auckland.

### **Applications Close:**

**Hours:** 9.00am – 5.30pm, 5 days a week (40 hours)

### **Applications to:**

**Approx. Role commencement date:** As soon as possible after appointment

