

Job Description

Job Title	Women & Girls Advisor
Organisation	Harbour Sport
Prepared	June 2023
Location	Sports House, Stadium Drive, Albany
Term	Permanent, Full Time 40 Hours Week

Background

Harbour Sport was established by sports organisations in the region to foster the North Harbour identity, provide co-ordination across the sports codes, increase participation, improve the quality of sports administration, and promote the North Harbour region as a sports destination. To this end, although our work encompasses the entire spectrum of sport and physical activity, our clear intention is to move people from an interest in wellness to engaging in regular sport and physical activity and active recreation.

Harbour Sport Values

<u>Integrity</u> In the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles <ul style="list-style-type: none">• Communicate clearly and consistently• Be accountable for your words and actions	<u>Respect</u> Is the practice of treating or thinking about something or someone <ul style="list-style-type: none">• "How can I help?" "what can I do?"• Listen to understand	<u>Leadership</u> Is the practice of acting in a way that shows others how to act. <ul style="list-style-type: none">• Come prepared.• Lead with passion.
<u>Whakawhanaungatanga</u> Is the practice of establishing links, making connections, and relating to the people one meets by identifying in culturally appropriate ways <ul style="list-style-type: none">• Be authentic• He Tangata.• Value our people	<u>Inclusive</u> Is the practice of allowing all kinds of people to belong. <ul style="list-style-type: none">• Involve everyone (where applicable).• Include yourself.• If it involves me, talk to me about it.	

Job Purpose

We are seeking a highly motivated and experienced individual to join our Sector Support Team as a Women & Girls Advisor. This pivotal role will focus on providing expertise in women and girls while also leading initiatives that contribute to the sustainability of community sport.

Key Areas of Role

Sector Support

- Assisting sports organisations in building their capacity, improving governance structures, and enhancing operational effectiveness.
- Helping organisations develop long-term plans and strategies to achieve their goals and objectives in the sports sector.
- Providing training sessions and workshops on various topics, such as leadership development, governance, volunteer management, and inclusive practices.

Leadership & Collaboration

- Ensure the Treaty of Waitangi and its principles of Partnership, Protection, and Participation are acknowledged and reflected in the implementation of all work
- Provide leadership in capacity building by delivering training, workshops, and resources on gender equality, inclusive practices, and women and girls' participation for sports organisations and professionals.
- Manage and influence the implementation of initiatives that promote, educate, advocate and support gender equity outcomes in organisations across our region
- Contribute to development of resources which support organisations in delivering quality active recreation and sport opportunities for women and girls
- Support organisations to implement and embed Women's and Girls Frameworks in their structures.

Advocacy & Promotion

- Support the development of Women & Girls Leadership in the Harbour region
- Connect and promote Women & Girls professional development opportunities.
- Promotion of the HERA principles to partners & stakeholders
- Develop and implement a communication strategy across mediums creating awareness and advocating and promoting good practice in education, participation and leadership of women and girls
- Contribute to development of resources which support organisations in delivering quality active recreation and sport opportunities for women and girls

Key Accountabilities

1. Develop and implement strategies to promote inclusivity and support the overall growth of the sports sector, with a particular focus on organisational development and advancing opportunities for women and girls.
2. Provide leadership and guidance in designing and delivering programs and initiatives that address various challenges and barriers faced by community sports organisations, while ensuring a strong emphasis on promoting gender equity and empowering women and girls.



3. Collaborate with stakeholders, including sports organisations, government agencies, and community groups, to advocate for policies and practices that foster equity, inclusivity, and the advancement of women and girls within the sports sector.
4. Conduct research and analysis to identify gaps and opportunities in the sports sector, paying special attention to areas affecting women and girls, and utilize the findings to inform decision-making and program development.
5. Support the capacity building of sports organisations and professionals by delivering training, workshops, and resources on inclusive practices, organisational development, and promoting the participation of women and girls.
6. Monitor and evaluate the impact of sector support initiatives, collecting data and feedback to assess effectiveness and identify areas for improvement, with a specific focus on outcomes related to women and girls' inclusion and empowerment.
7. Foster partnerships and networks within the sports sector to share knowledge, best practices, and resources that contribute to the overall development and growth of community sports, particularly in relation to promoting women and girls' participation and advancement.
8. Stay updated on emerging trends, policies, and research relevant to the sports sector, with a specific emphasis on gender equality and women and girls in sports, and disseminate this information to stakeholders, highlighting its implications for organisational development and sector support.
9. Advocate for resources and funding opportunities that enhance the sustainability and growth of community sports, with a particular emphasis on initiatives that support the organisational development of sports organisations and further opportunities for women and girls.
10. Contribute to the overall objectives and initiatives of the Sector Support team, collaborating with colleagues and providing expertise on issues related to organisational development and promoting gender equity and women and girls' empowerment within the sports sector.

Relationships External

- Establish and maintain effective relationships with key stakeholders including:
- Sport NZ
- Aktive Auckland
- Regional Sports Trusts (RSTs)
- National Sports Organisations (NSOs)
- Regional Sports Organisations (RSOs)
- North Harbour Sports Council
- Women and Girls Advisors in other RSTs & RSOs
- Clubs and Schools / Kura
- Active Recreation Providers
- Volunteers
- Other providers

Relationships Internal

- Community Sport Team
- Sector Support Team
- Schools Team
- Harbour Sport Staff
- Harbour Sport Board



Experience and Knowledge

Essential

- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi and Māori responsiveness
- A tertiary qualification in Sport Management, Education, Human Resource Management, or Active Recreation is preferred and/or considerable experience working in one or more of these sectors.
- Knowledge of the systems, structures, and operating models that underpin the active recreation, education, and sport sectors within Aotearoa.
- Knowledge and understanding of Sport NZ's strategies and approaches, specifically the insights, physical literacy, and locally led approaches.
- Experience in organisational development and people capability development
- Must have excellent leadership skills, particularly a demonstrated ability to develop and grow people internally and externally.
- Ability to manage and influence change
- Awareness and ability to work with volunteers and a variety of levels in the sector
- Ability to Project Manage, plan, promote and implement events.
- Experience in positively influencing attitudes, behaviours and processes
- Holder of a New Zealand Driving Licence

Desirable

- Can interrogate existing systems and structures, challenge mental models and perceptions, and influence behaviours
- Have exceptional relationship building skills, accompanied by a high level of emotional and social intelligence
- Experience in planning, managing, and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results
- A high level of verbal and written communication skills, with the ability to engage and communicate effectively to a wide range of stakeholders and audiences
- High degree of energy, motivation, and dedication
- Understanding of, and empathy with, people of different ages and cultures.
- Confidence in public speaking.
- Team player
- Highly supportive of organisational values
- A person who values people within and outside the organisation
- Commitment to continuous improvement

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.