

EVENTS MANAGER

BADMINTON NEW ZEALAND

Badminton New Zealand is the national body responsible for the promotion and development of badminton in New Zealand. Established in 1927 and a founding member of the International Badminton Federation (now BWF), Badminton New Zealand consists of 24 member associations throughout New Zealand and aims to inspire Kiwis to love badminton for life.

This role will suit a dynamic and innovative team player with a passion for badminton who is well organised and leads by example. Leading a small team consisting of paid staff and volunteers, our ideal candidate will demonstrate strong relationship skills, experience in managing complex and varied tasks and a willingness to ensure events and competition management are delivered to an exceptional standard.

Reporting to the Badminton New Zealand People & Pathways Lead, this is a full-time permanent role. This role will preferably be based at our Auckland or Napier office, however this is negotiable for the right candidate. National travel will be required throughout the year. The right to work in New Zealand, a full driver's license, and a satisfactory police check is required for this position.

KEY RESPONSIBILITIES:

To lead the development and delivery of Badminton New Zealand events and competitions to grow participation in badminton. This includes, but is not limited to:

- Developing and delivering an event strategy for Badminton New Zealand.
- Leading Badminton New Zealand National Events, Inter-Association Competition and supporting Badminton New Zealand Sanctioned Events.
- Developing relationships and partnerships with Member Associations, staff, volunteers and external stakeholders to enhance the delivery of events.
- Supporting the delivery of international events held in New Zealand.
- Leading the development of annual budgets, operations plans and the Badminton New Zealand calendar.
- Overseeing the national ranking system and collecting accurate events data.

APPLICATION:

Please forward your CV and cover letter to office@badminton.org.nz by **23 July 2024**.

JOB DETAILS:

Position Title	Events Manager
Closes on	23 July 2024, 11:59pm
Location	Auckland or Napier preferred
Expertise	Administration, Events, Sports Sector, Communication, Leadership
Job Level	Experienced
Salary Range	\$70,000 - \$80,000
Work Type	Permanent, Full Time