

# JOB DESCRIPTION

## EVENT MANAGER

### REPORTING TO

People & Pathways Lead

### ACCOUNTABLE TO

Chief Executive

### HOURS OF EMPLOYMENT

40 hours per week, permanent

### LOCATION & TRAVEL

This role is preferably based in Auckland or Napier and national travel will be required throughout the year.

### INTRODUCTION

The vision of Badminton New Zealand is “Inspire Kiwis to love badminton for life”. Our organisation has a rich history and consists of 24-member associations with many players passionate about the game of badminton.

### PRIMARY FUNCTION

1. Deliver event strategy.
2. Lead contracted Event Coordinator(s).
3. Connection to Associations to form partnerships to enhance event delivery.

### KEY RESPONSIBILITIES

- Develop and deliver an event strategy for Badminton New Zealand.
- Lead delivery of national events.
- Lead Inter-Association competition.

- Badminton New Zealand's point of contact for international events and offers support as required.
- Support Associations in the delivery of sanctioned events.
- Develop partnerships with Associations to deliver national events with a shared investment/reward/resource approach.
- Provide professional development opportunities for Associations to upskill their own event delivery capability.
- Support Associations to deliver international events as required.
- Lead event specific committees, such as Inter-Association Committee.
- Support event related relationships with external stakeholders, such as RST's, NZSS, UTSNZ, BOC, BWF.
- Ensure all event-related payments (made and received) are made in a timely manner.
- Ensure the collection of events data to measure accurately participation and satisfaction.
- Prepare and adhere to annual budget and operational plan for role.
- Oversee ranking system and uploading of tournament and competition results.
- Manage shuttle stock and storage of event equipment.
- Lead and liaise with Technical Officials, including the Technical Officials Committee, and assist with their development where possible.
- Lead preparation of annual Badminton New Zealand Calendar, in partnership with People & Pathways Lead and Performance Manager.

## **OTHER RESPONSIBILITIES**

- Other operational responsibilities sitting outside the key areas of this role may be required and will relate to the skillset of the person. These responsibilities will be determined in the annual operational plan for each member of the team.
- Perform other tasks as reasonably requested.

## **GENERAL EXPECTATIONS**

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business.
- Comply with all employment obligations.

- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through your own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.