

## Job Description

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<b>Job Title</b>	ActivAsian Community Lead
<b>Organisation</b>	Harbour Sport
<b>Location</b>	Sports House, Stadium Drive, Albany
<b>Prepared</b>	May 2025
<b>Term</b>	Permanent, Full Time (40 hours per week)
<b>Manager</b>	ActivAsian Manager

## Background

Auckland is a complex multi-cultural environment with many challenges, but also unparalleled opportunities to increase and sustain participation in regard to our target groups-children (tamariki) and young people (rangatahi) 5-18 years, particularly within low socio-economic areas; girls and young women aged 10-18 years; Māori, Indian, Samoan and Chinese ethnicities, in play, physical education, active recreation, and sport. This has led to the establishment of the strategic response known as The Auckland Approach to Community Sport, which contributes to the vision of Auckland being the world's most active city.

## Harbour Sport Values

<b>Manākitanga (Respectful care and support)</b>	<b>Rangatiratanga (Leadership with integrity)</b>	<b>Whanaungatanga (Inclusive connection and community)</b>
Manaaki i te katoa (care for all) Act with kindness and respect in every interaction	Whakatika i te ara (walk the right path) Lead with truth, integrity and courage, even when it's hard	Whakawhanaungatanga (strengthen connections) Create spaces where everyone feels seen, heard and valued

## Job Purpose

As a skilled facilitator, the ActivAsian Community Lead brings colleagues and community partners together to co-design, co-deliver and evaluate initiatives that boost participation in play, active recreation and sport among Asian communities across the Harbour region. By guiding inclusive conversations, nurturing shared ownership and removing barriers, the role lives Harbour Sport's values and fosters a culture of belonging, wellbeing and continuous improvement.

## Key Responsibilities

- Facilitate collaborative planning, delivery and continual refinement of ActivAsian community initiatives, especially those impacting tamariki and rangatahi - ensuring that stakeholder voices shape every stage
- Identify, connect and empower community leaders to deliver high-quality, culturally responsive programmes
- Forge and maintain strategic partnerships with schools, clubs, Regional Sports Organisations, funders and ethnic-community stakeholders
- Secure, manage and report on funding and grants that sustain ActivAsian activities; maintain accurate budgets and KPIs
- Develop and implement marketing and communication plans that celebrate success stories, increase visibility and enhance participant engagement
- Provide cultural advice and capability-building workshops to Harbour Sport teams and sector partners, promoting diversity, equity and inclusion
- Monitor trends, evaluate impact and share insights to inform strategy and advocate for community needs
- Support whole-of-Trust initiatives and events, modelling collaboration and living our organisational values

## Relationships External

Establish and maintain effective relationships with key stakeholders including:

- Sport New Zealand and Active – Auckland Sport & Recreation
- Regional Sports Trusts and Regional/National Sports Organisations
- Asian community groups and settlement-support agencies
- Primary, secondary and tertiary education providers
- Auckland Council, Office of Ethnic Communities and funding partners
- Outdoor recreation providers, sports clubs and community coordinators

## Relationships Internal

- Harbour Sport staff and Board of Trustees
- Volunteers, interns and placement students

## Team Leadership

Direct line-management of ActivAsian Coordinators, interns and volunteers. Provide regular coaching, clear performance expectations and professional-development opportunities.

## Candidate Profile

### Essential Qualifications & Experience

- Degree in Sport & Recreation, Community Development, Health Promotion or similar would be an advantage
- Minimum three years' experience designing and delivering community programmes, ideally within sport/active recreation
- Demonstrated success working with Asian communities, youth and women & girls

- Track record of securing and managing external funding or grants

### Knowledge & Competencies

- Strong understanding of Asian cultures and the factors influencing participation in play, recreation and sport
- Familiarity with New Zealand sport structures, local/central-government frameworks and funding systems
- Cultural competency and ability to engage with people from diverse backgrounds
- Fluent written and verbal communication skills; confidence in facilitating workshops and public speaking
- Proficiency in MS Office and database/CRM systems; Asian-language skills an advantage

### Attributes & Skills

- Authentic leader who inspires, coaches and develops others
- Strategic thinker with excellent planning and organisational skills
- Relationship-builder who can influence, negotiate and advocate effectively
- High energy, initiative and adaptability; willingness to work flexible hours, including evenings and weekends
- Commitment to Harbour Sport's values, continuous improvement and personal wellbeing
- Full, clean New Zealand driver's licence

### 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.