

Sport Bay of Plenty Charitable Trust

JOB DESCRIPTION

JOB TITLE

Community Sport Advisor

PURPOSE

- To develop capable, sustainable and collaborative sporting organisations that deliver sport in the community.
- To support key decision makers to ensure that sport and recreation is maintained as a priority.

SPECIFIC DUTIES & RESPONSIBILITIES

Community Sport

- Achieve relevant contracted outcomes.
- Improve the capability of sport and recreation providers by providing expertise in leadership, governance and management.
- Foster collaborative solutions to address sector opportunities/challenges.
- Support plans for nationally and regionally targeted sports.
- Improve the ability of clubs to recruit, train and retain volunteers.
- Act as a link between RSOs/clubs and Councils for service delivery issues.
- Support sport codes with facility/asset projects as appropriate.
- Develop, maintain and share resources.
- Deliver and facilitate development workshops as required.
- Support targeted clubs, providers, communities and organisations to improve access, participation, and wellbeing outcomes.

Data Management

- Collect and collate insights on participation trends, community needs, and sector data to support planning and prioritisation.
- Maintain an up-to-date database of contacts.
- Collection of all relevant data for Sport NZ and Sport BOP reporting purposes from assigned Clubs.
- Complete club surveys for assigned stakeholders.

Advocate & Influence

- Advocate for community sport and recreation within local planning and investment processes, ensuring alignment between system needs and council priorities.
- Lead and support key projects and initiatives by being an active member on project teams, committees, and forums.
- Support clubs with submissions to Council Annual Planning and Long-term planning processes.
Support Councils with user engagements.
- Maintain key relationships across the sport and recreation sector.
- Stay up-to-date with relevant sector information including initiatives developed by international sports bodies, NZ NSOs and delivery models that increase participation.

GENERAL DUTIES & RESPONSIBILITIES

- Help out wherever needed to support achievement of Sport BOP's vision and objectives.
- Attend key Sport BOP dates, including but not limited to the four strategic development meetings per year.
- 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 own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.
- Commitments to Te Reo, Tikanga, Te Tiriti o Waitangi, and ongoing development of cultural competency in Te Ao Māori.

SKILLS, EXPERIENCE & EDUCATION

Essential

- Knowledge and experience of the sport and recreation sector.
- Strong written and verbal communication skills.
- Ability to work with others and have strong relationship management skills
- Knowledge and understanding of Te Tiriti o Waitangi.
- Conflict resolution and advocacy skills.
- Experience facilitating meetings and workshops.

Desirable

- Tertiary qualification in Sport, Recreation or related field.
 - Experience working with sport/recreation organisations and/or councils.
 - Strategic thinker.
 - Project Management.
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