

SPORT BAY OF PLENTY

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 for Tauranga and Western Bay Councils.
- Improve the capability of sport codes across the Western Bay by providing expertise in relation to leadership, governance and management.
- Foster collaborative solutions to address sector opportunities/challenges.
- Support plans for nationally and regional targeted sports.
- Improve the ability of clubs to recruit, train and retain their volunteers.
- Act as a link between RSO's/ clubs and Councils for service delivery issues.
- Support sport codes with facility/asset projects as appropriate.
- Develop, maintain and share resources.
- Deliver development workshops as required.

Data Management

- Maintain an up-to-date database of contacts for sports clubs.
- Collection of all relevant data for Sport NZ and Sport BOP reporting purposes from assigned Clubs.
- Complete club surveys for assigned stakeholders.

Advocate & Influence

- Support key Sport BOP staff to advocate for the needs of the sport & recreation sector.
- Support key Sport BOP staff by being an active member on project teams, committees and forums as required.
- 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.

General

- Stay up-to-date with relevant sector information including initiatives developed by international sports bodies, NZ NSOs and delivery models that increase participation.
- 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.

GENERAL DUTIES & RESPONSIBILITIES

- 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's 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.

SKILLS, EXPERIENCE & EDUCATION

Essential

- Knowledge and experience of the sport environment.
- Strong written and verbal communication skills.
- Ability to work with others.
- An understanding of the not-for-profit sector.

Desirable

- Tertiary qualification in Sport, Recreation or related field.
- Experience working with clubs and/or councils.
- Strategic thinker.
- Conflict resolution and advocacy skills.
- Experience facilitating meetings and workshops.
- Project Management.
- Knowledge of and understanding of Te Tiriti o Waitangi.