

Sport Bay of Plenty Charitable Trust

JOB DESCRIPTION

JOB TITLE

- **Sport Development Advisor**

PURPOSE

The Sport Development Advisor exists to strengthen the Bay of Plenty sport system through leadership, collaboration, and relationship management across the regional sport sector.

The role works with Regional Sports Organisations (RSOs), National Sports Organisations (NSOs), clubs, schools, CoachForce partners, community stakeholders, and internal teams, to create sustainable, participant-centered sport opportunities that meet the needs of our communities.

The Sport Development Advisor supports the development of quality sport experiences for priority communities, particularly rangatahi, women and girls, disabled participants, and Geographical Priority Communities (GPCs). This is achieved through evidence-informed decision making, sector capability development, coach development, competition and season design initiatives, and collaborative planning across the sport network.

SPECIFIC DUTIES & RESPONSIBILITIES

Relationship Management

- Develop and maintain effective working relationships with Regional Sports Organisations (RSOs), National Sports Organisations (NSOs), clubs, schools and other sector stakeholders.
- Act as a trusted advisor to sporting organisations, supporting them to strengthen capability, sustainability and the quality of participant experiences.
- Facilitate collaboration opportunities that improve alignment, innovation and shared outcomes across the regional sport system.
- Work with our Education Team, schools, NSOs, RSOs and other stakeholders to strengthen alignment between sport and education and improve sport opportunities for rangatahi.
- Support the development and implementation of partnership agreements, collaborative initiatives and sector action plans.

Coach Development

- Work collaboratively with CoachForce partners, RSOs, NSOs and other stakeholders to strengthen coach development and improve outcomes for rangatahi and priority communities.
- Support CoachForce partners and sporting organisations to develop, implement and review initiatives that contribute to Sport Bay of Plenty investment outcomes.
- Support organisations to strengthen coach development systems, participant-centred approaches and organisational capability, incorporating insights from schools, participants and key partners.
- Work with RSOs, NSOs, CoachForce partners, schools, our Education Team, local communities and other stakeholders to identify and support sustainable sport opportunities within Geographical Priority Communities and other priority groups.
- Facilitate collaboration and shared learning that strengthens sector capability and improves access, participation and quality sport experiences across the Bay of Plenty.
- Monitor, evaluate and report on the impact of investment initiatives, supporting partners to demonstrate outcomes, community impact and continuous improvement.

Sport System Development

- Establish and maintain effective relationships with secondary schools, RSOs, NSOs and the Education Team to support aligned approaches to sport delivery, season design and quality sport opportunities for rangatahi.
- Support RSOs, NSOs, secondary schools, councils and sector partners to design and implement participant-centred competition structures and sporting opportunities.
- Lead and facilitate strategic conversations between sports, schools and community partners to improve alignment and address barriers to participation for rangatahi.
- Promote the use of participant voice, school insights, community insights and evidence to inform competition design, season design and sport delivery decisions.
- Support the implementation and ongoing development of regional season design initiatives by bringing sports together to improve scheduling, reduce competition clashes and create flexible participation opportunities for rangatahi.

Supporting Strategic Projects and Priorities

- Support the delivery of Sport Bay of Plenty strategic priorities and investment outcomes.
- Contribute to projects and initiatives that align with organisational priorities, funder expectations and community needs.
- Work collaboratively with internal teams, including Community Sport, Education, Women and Girls, and Active Recreation teams, to achieve shared outcomes.
- Remain adaptable and responsive to evolving strategic priorities and funding opportunities.

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' 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

- Minimum 5 years' experience in sport development, community development or a related field.
- Proven ability to develop strategic relationships, facilitate collaboration and influence stakeholders across the sport, education and community sectors.
- Strong communication, facilitation and presentation skills.
- Experience interpreting and applying insights, data and evidence to support planning, investment and organisational development.
- Demonstrated ability to effectively manage multiple projects, priorities and competing demands.
- Understanding of participant-centred principles and their application in sport and recreation settings.

Desirable

- Experience working within Regional or National Sporting Organisations.
 - Understanding of coach development systems and volunteer workforce development.
 - Knowledge of competition design, season planning or participation development.
 - Understanding of Balance is Better principles and quality sport experiences.
 - Knowledge of the Bay of Plenty sporting landscape.
 - Understanding of equity, inclusion and approaches that improve participation for priority communities.
 - Knowledge of Te Tiriti o Waitangi and experience working in partnership with Māori communities.
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