

# Sport Bay of Plenty Charitable Trust

## JOB DESCRIPTION

### JOB TITLE

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- STRATEGIC IMPACT ADVISOR (0.6 FTE)

### PURPOSE

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- The Strategic Impact Advisor plays a key role in supporting Sport Bay of Plenty to understand, measure and enhance the impact of its work. This role will support the design and implementation of evaluation processes across workstreams, enabling data-informed decision-making and continuous improvement, as well as maintaining core communication channels. The Advisor will work collaboratively with teams to build evaluation capability and ensure that outcomes are clearly defined and tracked, and that the research and impact of the organisation is clearly communicated to stakeholders.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### *Evaluation Design & Implementation*

- Under the general direction of the GM Business Services, support the understanding of outcomes sought by stakeholders and funders.
- Assist teams with identifying desired outcomes across their work.
- Assist in the design and implementation of evaluation frameworks and monitoring processes across Sport Bay of Plenty workstreams.
- Support the monitoring of Sport Bay of Plenty's strategic plan via a monitoring and evaluation framework.

#### *Data Collection and Analysis*

- Provide support to internal and external stakeholders to design and develop data collection methodologies.
- Support teams by collecting and analysing quantitative and qualitative data where required relevant to the evaluation of Sport Bay of Plenty's impact across workstreams.
- Conduct other research and surveying as required.
- Maintain compliance with ethical and legal guidelines regarding data acquisition and usage.

#### *Capability Building & Support*

- Build internal capability by supporting staff to integrate evaluative thinking and methods into their work.
- Provide advice and tools for effective reporting and performance monitoring.

#### *Communications*

- Support the development of case studies that illustrate the real-world impact of organisational initiatives and projects.
- Update the website as requested.
- Manage social media channels and publish content aligned to the organisation's strategic and advocacy aims.
- Support the production of e-newsletters.

#### *Relationship management*

- Maintain relationships across a variety of functions and locations.
- Work closely with internal teams and external stakeholders to ensure evaluation insights are actionable and widely understood.

### GENERAL DUTIES & RESPONSIBILITIES

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- 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

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- Experience in evaluation, including the use of both quantitative and qualitative methods.
- Knowledge of evaluation frameworks and a variety of data collection methodologies.
- Demonstrated facilitation skills, particularly in supporting teams to define outcomes and develop evaluation plans (e.g. logic models, theories of change).
- Skilled in analysing and interpreting data to produce meaningful insights.
- Excellent communication skills, with the ability to synthesise complex information into clear, actionable messages (both written and verbal).
- Excellent relationship management skills and interpersonal communication.
- Experience in the sport, health, or community development sectors is advantageous.
- Experience in website CMS systems and social media management is advantageous.
- Knowledge of, and commitment to, Te Tiriti of Waitangi.