

## Athletics New Zealand – Coaching Coordinator

The purpose of Athletics New Zealand (Athletics NZ) is to encourage, enhance and promote all aspects of athletics in New Zealand and each week thousands of people take part in Athletics NZ's initiatives.

Athletics NZ has a rich heritage of Olympic and Commonwealth Games success. Athletics NZ has spawned some of New Zealand's sporting icons – Dame Yvette Corlett, Sir Peter Snell, Sir John Walker and recently, Tom Walsh, Dame Valerie Adams, Nick Willis and Eliza McCartney - all of whom were developed by grassroots domestic coaches who work with our network of 170+ clubs nationwide.

The Coaching Coordinator will be the operational lead for all Athletics NZ's coach development initiatives, from parents as first coaches through to coaches working with performance athletes. You will be supporting and developing existing coaches, as well as assisting to identify and educate new coaches.

The full job description for the role is appended to this advertisement and further details of Athletics NZ can be found at: <http://www.athletics.org.nz/>

To be the ideal candidate for this role you will have some coach development experience, or relevant experience within the sport of athletics, as well as the following attributes:

- Strong presentation, interpersonal and communication skills.
- A passion for coaching and coach development.
- Effective organisation and time management skills
- Energy and commitment, as well as being self-motivated, positive and creative.
- A passion for sport, and empathy in a volunteer environment.

Reporting to the Coach Development Lead, the role will be based at Athletics New Zealand's national office in Rosedale, Auckland, or alternatively, in Hamilton or Tauranga.

To apply for this position please email a CV and cover letter to [susan@athletics.org.nz](mailto:susan@athletics.org.nz) no later than midday on Sunday October 11<sup>th</sup>, 2020.

## Job Description

<b>POSITION TITLE:</b>	<b>Coaching Coordinator</b>
<b>LOCATION:</b>	Auckland, Hamilton or Tauranga
<b>RESPONSIBLE TO:</b>	Coach Development Lead
<b>REPORTING RELATIONSHIPS:</b>	Direct reports: Coach Development Lead Works closely with: ALL internal staff

### POSITION CONTEXT:

Reporting to the Coach Development Lead, the Coaching Coordinator will be responsible for engaging with our coaching community - ensuring that the systematic needs of our participants are met and that the value of coaching to our athletics community and society is recognised.

The Coach Coordinator will work in close partnership with the Athletics NZ team, active and potential coaches, Sport NZ, Regional Athletics Centres and Regional Sports Trusts to ensure the effective delivery of various coach development projects.

This work is pivotal in the continued growth of the sport of Athletics in NZ, ensuring our coaches are contributing to the growth of our sport.

### Key Relationships

- Athletics NZ Coach Development Lead
- Current and potential Accredited and Community coach members
- Athletics NZ Community Team
- Regional Athletics Coach development leads
- Regional/National Athletics Coach Educators (coach developers)
- Regional Sports Trust key stakeholders
- Regional Athletics Centre key stakeholders
- Sport NZ staff

## **KEY RESPONSIBILITIES**

The role includes a broad and varied range of responsibilities, including the following:

### **Leadership and Planning**

- In consultation with the Coach Development Lead, deliver the annual plan for Coach Development that aligns to and supports both the Athletics NZ Strategic Plan and associated contract requirements.
- Lead the development of an Athletics NZ online coach education system.
- In collaboration with the Coach Development Lead and ANZ-HP staff, coordinate the delivery of Event Group activities that meet the needs of both High Performance and performance development coaches.
- Establish a regional and national coach developers' network
- Coordinate national and local Coach Education opportunities to develop regional and national coach capability, including the delivery of Athletics NZ coaching courses.
- Establish and maintain excellent lines of communication between Athletics NZ, Regional Athletics Centres, Regional coach development/coach developer personal, Regional Sport Trusts, club administrators and other relevant organisations.
- Support our coaching population to make Athletics New Zealand a leader in inclusion and diversity.

### **Operational**

- Network with individual coaches and regional leaders to ensure coaches feel valued and supported by Athletics NZ.
- Promote and efficiently process Athletics NZ Accredited Coach membership and Community Coach memberships.
- Through formal and informal coach development initiatives, support a culture of ongoing growth and development within the Athletics NZ coaching community
- Manage the formal professional development opportunities available for coaches

### **Communication**

- In collaboration with the Membership and Events Administrator, manage the database of all coach members in conjunction with the Athletics NZ membership management system.
- With the support of the Communications Manager and the Coach Development Leader, implement an effective coach communications plan to align with the Athletics NZ coach development strategy.
- Develop relevant and up to date coach content for all relevant Athletics NZ publications, including the website and social media.
- Communicate effectively with a diverse range of people, including people from different cultures and backgrounds.

### **Financial**

- Develop, in consultation with the Coach Development Lead and Community Manager, annual project and cost centre budgets that reflect the Business Plan for club/regional development projects.
- Monitor and review the monthly income and expenditure of coach development cost centre operational activity.

### **COMPETENCES/EXPERIENCE**

- The ability to positively interact with a wide range of people and personality types.
- Experience in coach development, and/or relevant experience within athletics or a similar sport.
- Effective and confident presentation skills.
- Experience and competence in planning, developing and managing projects.
- An understanding and appreciation of the principles of Te Tiriti o Waitangi
- Demonstrated competence in the use of the Microsoft suite of programs, database management and online programs.
- Ability to work independently as well as part of a team.
- Experience within athletics essential.