

## Athletics New Zealand – Club Development Leader

Athletics New Zealand's role is to encourage, enhance and promote all aspects of Athletics in New Zealand and each week thousands of people take part in Athletics NZ 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 have come through our network of local clubs that currently support over 20,000 athletes of all ages and abilities.

The key areas of the role are focused on developing club capability for member clubs, and potential member clubs of Athletics NZ. For some clubs this will be assistance to enhance governance, planning and management systems, while for others, it will involve encouraging and supporting innovation to enable clubs to enhance their service levels and meet the needs of their community. Athletics NZ is particularly interested in being a leader in the future of club development, ensuring our clubs are set up to thrive in the coming 25 years.

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 at least five years club development experience, either in a professional role, or as a volunteer, as well as the following attributes:

- Outstanding organisational and time management skills
- Excellent presentation, interpersonal and communication skills.
- Demonstrated energy and commitment, as well as being self-motivated, positive and creative.
- A passion for athletics, as well as demonstrated empathy in a volunteer environment.
- Ability to be innovative in problem solving situations.

Reporting to the Community Manager, the preference will be for the role to be based at Athletics New Zealand's national office in Rosedale, Auckland. However, applications are invited from those based in other regions.

To apply for this position please email a CV and cover letter to [hamishm@athletics.org.nz](mailto:hamishm@athletics.org.nz) no later than midday on Thursday 3 December, 2020.

## Job Description

<b>POSITION TITLE:</b>	<b>Club Development Leader</b>
<b>LOCATION:</b>	Auckland Preferred
<b>RESPONSIBLE TO:</b>	Community Manager
<b>REPORTING RELATIONSHIPS:</b>	Direct reports: NIL Works closely with: ALL internal staff

### POSITION CONTEXT:

Reporting to the Community Manager, the role of the Club Development Leader is to provide strategic direction and operational leadership for all aspects of Athletics New Zealand's club development initiatives, in alignment with Athletics NZ strategic and business objectives.

The Club Development Leader will work in close partnership with the rest of the Athletics NZ team, club volunteers, and stakeholders to ensure the effective delivery of club development projects and initiatives. This work will be focussed on improving the capability, quality, depth and reach of Athletics NZ clubs, with a particular focus on innovation and collaboration.

This work is pivotal in the continued growth of the sport of Athletics in New Zealand, ensuring Athletics NZ clubs are delivering a quality service to their Communities.

### Key Responsibilities:

- Leading the final six months of the Athletics NZ Club Development Project, ensuring clubs meet agreed goals and are satisfied with support levels.
- Assisting and advising clubs as to the best structure, as to maximise community participation, financial sustainability, and effective use of volunteers and/or paid staff.
- To lead the development and operations of the annual Athletics NZ member conference.
- Lead the establishment and support of new member clubs.
- Lead the marketing, communications and promotional activities for the Athletics NZ Community team.
- To establish and maintain excellent lines of communication between Athletics NZ, Regional Sport Trusts, Regional staff, club administrators and other relevant domestic and international organisations.

### Key Relationships

- Athletics New Zealand Community team
- Other Athletics NZ staff
- Club leaders across New Zealand
- Regional Sport Trust Key Contacts
- Other club development experts within the New Zealand sport sector
- Sport NZ Capability Team

## KEY TASKS

The role will include a broad and varied range of responsibilities, including the following

### Leadership and Planning

- In consultation with the Community Manager and the wider Community team, develop an annual plan for Club Development that aligns to and supports Athletics NZ Strategic Plans and associated contract requirements.
- Coordinate and lead national and local planning forums and conferences to develop national and regional club capability.
- Work with clubs to fulfil their potential and meet the needs of their community.
- Ensure member clubs feel connected to, and supported by, Athletics NZ.

### Communication

- On behalf of the Athletics NZ Community team, develop and enhance marketing, communication, and promotion of community content to key stakeholders.
- Develop relevant and up to date community content for Athletics NZ publications, including the website and social media.

### Resourcing

- Review and continually evaluate all club development projects and prepare a plan with associated budgets for the upgrading of resources where required.
- Research other sports and international programmes (both formal and informal) to determine applicability or potential for integration into Athletics NZ programmes.

### Financial

- Develop, in consultation with the Community Manager, annual project and cost centre budgets that reflect the annual plan for club development projects.
- Monitor and review the monthly income and expenditure of club development cost centre operational activity.

### Competencies / Experience

- Exceptional relationship management skills
- Able to lead others through change
- Adaptability and tendency to deal positively with complexity
- 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
- Some experience in marketing and communications would be advantageous.
- An understanding of and demonstrated empathy for the requirements of club volunteers.
- Experience with Athletics preferred, but not essential.