

Athletics New Zealand – Young People’s Lead

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 and has produced 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 via our network of local clubs, coaches and competitions as young people.

The key areas of the role are focused on leading, influencing and working alongside key partners to strengthen and increase opportunities for tamariki (5-12) and rangatahi (12 – 18 years old), collectively referred to as young people.

This work will involve supporting and adapting the current systems in place, as well as identifying new and innovative opportunities to enhance our sport – across clubs, coaching, competitions and more. Athletics NZ is particularly interested in being a national leader in the retention of rangatahi, ensuring our sport is set to thrive in the coming decades.

Additionally, the Young People’s Lead will be responsible for leading Athletics NZ’s work in child safety, being the designated organisational contact for child safety – and leading several important areas of policy development and implementation.

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 of specific leadership experience relating to sport development for young people, 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 no later than midday on Thursday 13 May, 2021.

Job Description

POSITION TITLE:	Young People's Lead
LOCATION:	Auckland Preferred
RESPONSIBLE TO:	Community Manager
REPORTING RELATIONSHIPS:	Direct reports: NIL Works closely with: ALL internal staff

POSITION CONTEXT:

Reporting to the Community Manager, the role of the Young People's Lead is to provide strategic direction and operational leadership for all aspects of Athletics New Zealand's development initiatives, as they pertain to children and youth.

The Young People's Lead will work in close partnership with the rest of the Athletics NZ team and stakeholders to ensure the effective development of projects and initiatives that will benefit young people. This work will be focussed on leading, influencing and working alongside key partners to strengthen and increase opportunities for tamariki (5-12) and rangatahi (12– 18 years old) in our sport. This work is pivotal in the continued growth of the sport of Athletics in New Zealand, ensuring Athletics NZ is delivering a quality service to our communities.

Key Responsibilities:

- Provide leadership and influence at a national and regional level for the planning and delivery of quality athletics experiences for youth.
- Lead the Athletics NZ child safety strategy and be the key organisational contact for child safety.
- In collaboration with the Athletics NZ Coaching team, lead the promotion, development, and implementation of the Athletics NZ Foundation Programmes (Get Set Go and Run Jump Throw).
- In collaboration with the Athletics NZ Commercial team, review the event participation opportunities for youth, ensuring Athletics NZ leads a series of connected and vibrant participation opportunities.
- In collaboration with the wider Athletics NZ team, lead Balance is Better and Good Sports initiatives, ensuring our sport provides quality experiences for all young people.
- To establish and maintain excellent lines of communication between Athletics NZ, Regional Sport Trusts, centre and club administrators, and other relevant domestic and international organisations.

Key Relationships

- Athletics New Zealand Community team
- Other Athletics NZ staff

- Athletics NZ Youth Advisory Group
- Regional Sport Trust Key Contacts
- Sport NZ Capability Team
- School Sport New Zealand
- New Zealand Secondary Schools Athletics Association
- Regional Secondary School Athletics Associations
- Regional Athletics Centres and Clubs
- Other National Sports Organisations (NSO's) where relevant

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 youth participation development that aligns to and supports Athletics NZ Strategic Plans and associated contract requirements.
- In consultation with the CEO and Community Manager, develop an annual plan for child safety that aligns to Athletics NZ strategy and community needs.
- Influence internally and externally to develop a connected and vibrant series of participation opportunities for youth. With a special focus on Colgate Games, Interprovincial team competitions, and Secondary School competitions.
- Influence key enablers to understand the value of and implications of diverse and inclusive athletics opportunities for rangatahi, with a particular focus on disabled youth.
- Work with stakeholders to help them understand and adopt the key principles of Balance is Better, and other associated initiatives.
- Liaise with the Athletics NZ Youth Advisory Group, acting as minute secretary, and administrator to ensure they are an effective contributor to Athletics NZ strategy.
- Ensure key stakeholders feel connected to, and supported by, Athletics NZ.
- Lead the Foundation Programmes national coordination and development.

Communication

- Work with secondary school organisations, and other key stakeholders to develop and strengthen systems and processes that enable quality athletics opportunities for youth.
- Develop relevant and up to date community content for Athletics NZ publications, including the website and social media.
- Advise the Communications staff at Athletics NZ to enable better connection and engagement with rangatahi.
- Gather insights via the voice of the participant to put young people at the centre of decision making.

Resourcing

- In partnership with key enablers, gather insights from youth to understand their motivations and barriers for engaging in sport and active recreation.

- Review and continually evaluate all youth 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.
- Encourage and support key enablers to involve youth in the design of initiatives/opportunities.

Financial

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

Competencies / Experience

- Exceptional relationship management skills.
- Leadership experience in a role related to children and young people.
- 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.