



Position Description
Sport Development Officer

Position Title Sport Development Officer

Reports To Event and Membership Manager (EMM)

Location Millennium Institute of Sport & Health
17 Antares Place
Mairangi Bay
Auckland 0632

Position Type: Full Time – Nominal 40 hrs per week

Remuneration: \$45,000.00

People Contacts: This position has no direct reports

Position Purpose Swimming New Zealand (SNZ) is the National organisation that represents swimming - helping to ensure every New Zealander swims to their potential. The vision of SNZ is inspirational swimmers, exciting the nation through exceptional results and our mission is to create a sustainable high performance environment that systematically produces world class performances

The SNZ values are fundamental to future success:

- Excellence
- Integrity
- Accountability

Swimming clubs make a valuable contribution to the social fabric of New Zealand society including the accrued benefits that contribute to health and wellbeing, inclusion, participation, volunteering, and community building and development outcomes.

We are seeking a highly motivated, energetic and intelligent candidate with strong people relationship and organisational skills to coordinate member services and develop an administrative support framework to assist clubs and regional associations underpin both elite athlete and community participant pathways.

The successful applicant will have sport management and or administrative experience.

1. Key Tasks/Activities/Responsibilities

Key Responsibility Area	Performance Indicators	Specific Tasks
Club Development		
1. Improve the accessibility and delivery of best practice resources available to Clubs, Schools and Regions.	Increase the number of available resources for clubs schools and regions	<ul style="list-style-type: none"> ▪ Development of a national swimming club standard program that recognises and rewards swimming clubs by measuring their performance across five key areas: <ul style="list-style-type: none"> ○ Membership ○ Administration ○ Activities ○ Coaching and Officiating ○ Marketing and Promotion
Membership Management		
2. Improve the integrity of members information in the national database	Increase the number of members and member information held in the national database	<ul style="list-style-type: none"> • Data entry and management of the national membership data base. • Provide advice and education to the membership in the use of the national database including Team Manager and Meet Manager • Management of the Membership renewal process including enhancement and promotion of the member benefits scheme • Production of various statistics in relation to membership as directed by the EMM
Administration		
3. Coordination of general administration duties for the Operations Business Unit	Achievement of agreed targets as set by the EMM	<ul style="list-style-type: none"> • Provide administrative support to the EMM and CEO as required • Attending to general enquiries and processing of correspondence (all types) • Attendance at agreed national and international events and provide operational support to the EMM and EM as required.
4. Coordination of general administration duties in relation to the conduct of SNZ's non-competition activities	Successful conduct of SNZ Awards Dinner and other non-competition events	<ul style="list-style-type: none"> • Assist the Marketing and Communications Officer with the planning and deliver of the SNZ Awards Dinner and any other non-competition events as required • Provide services to the NZ Swimming Trust including administration of SNZ awards and honours • Communication point for SNZ Life Members and assist where required

2. Selection Criteria

- Excellent interpersonal and communication skills with internal and external customers
- Relevant experience in Event Management or administration environment
- Experience in working in a small team
- Interest in sport and sport industry
- Good organisational skills and ability to cope with various tasks simultaneously

3. Measurement

The Event Managers performance will primarily be measured against the following criteria:

- Achievement of agreed specific KPI targets outlined in Key Tasks / Activities / Responsibilities and performance reviews
- Effective internal and external stakeholder management
- Effective delivery of National Events Programme

4. Attribute Summary

Personal Attributes

- Attention to Detail
- Flexibility and Adaptability
- Initiative

Job Fit

- Oral Communication and Presentation
- Organisational Awareness

Organisational Fit

- Technical/Professional Proficiency
- Work Standards

Task Ability

- Analysis (Problem Identification)
- Judgement (Decision Making)

Interpersonal Ability

- Customer Focus
- Performance Improvement
- Relationship Building

5. Recruitment Timeline

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| • Applications open | Friday 26 June |
| • Applications close | Friday 17 July |
| • Interviews | Week starting Monday 27 July |
| • Commencement | 24 August |