



POSITION DESCRIPTION

SPORT AND INCLUSION MANAGER - COLLEGE SPORT WELLINGTON

Responsible to:	Executive Director
Functional relationships:	College Sport Wellington Managers Sport New Zealand Regional & National Sports Bodies School Sport New Zealand Principals Regional Sports Directors School Sports Staff Code Convenors

1 Background

College Sport Wellington is an Incorporated Society and Charitable Entity whose primary function is to initiate, promote and coordinate sporting opportunities for secondary school students of the greater Wellington region.

2 Position Responsibility

To provide leadership & direction to member schools and their personnel, in particular in the areas listed and in so doing, ensure that College Sport Wellington continues to be at the forefront of secondary school sport and physical activity delivery in New Zealand:

- Administration
- Communication
- Professional Support & guidance
- Resource Management & Development
- Promotion

This position has a particular focus upon ensuring College Sport Wellington is inclusive of all secondary school students and continues to provide a quality service to its stakeholders.

3 Key Accountabilities

3.1 Sports

- Managerial, promotional & organisational responsibility for a portfolio of sports, including liaison with both regional and national bodies. The portfolio of sports will be determined based on the relevant skills, experience and interests of the successful candidate.
- Managerial, promotional & organisational responsibility for College Sport Wellington's Athletes with Disabilities programme, including liaison with Special Olympics, the Halberg Trust and dSport.

3.2 Inclusion

- Develop and lead our Diversity & Inclusion strategy to ensure College Sport Wellington's offerings are inclusive of all secondary school students, and that they have access to quality school sport experiences.
- Work with the College Sport Wellington Sport and Projects Manager to ensure activities and projects are aligned with broader initiatives.
- Work with the College Sport Wellington Sport and Engagement Manager to ensure the events and activities of the sports listed within this position description are promoted to stakeholders.
- Ensure media are kept in touch with the sports codes under the portfolio management of this position.
- Maintain positive working relationships with all member schools, regional & national sports bodies.

4 General Duties and Responsibilities

- 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's 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.

5 Skills, Experience and Education

- Experience in developing diversity and inclusion strategies
- Budget management
- Excellent communication and liaison skills
- Proactive and the ability to develop creative solutions for effective problem solving
- Strong interpersonal skills; approachable, patient and discrete
- Exceptional self-management and time management