

# SPORTS MANAGER POSITION DESCRIPTION



**SURF LIFE SAVING®**  
NEW ZEALAND  
*In it for life*

<b>Reports To:</b>	Manager – Member Services
<b>Location:</b>	Parnell, Auckland
<b>Position Status:</b>	Permanent, full time
<b>Direct Reports:</b>	NIL
<b>Key Relationships:</b>	Other Northern Region Staff SLSNZ National and Regional Staff Competitive Lifesaving Operational Committee Junior Operational Committee Event Management Committee SLSNZ Surf Officials SLSNZ Club Coaches SLSNZ Membership
<b>Date Prepared:</b>	19 <sup>th</sup> March 2024

## ABOUT SURF LIFE SAVING NZ

*As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision to have zero preventable drownings on our beaches.*

*We do all this as a charity and rely on the generosity of the public, commercial partners, foundations and trusts for donations and financial contributions in order to lead and support our incredible front line volunteer lifeguarding services. SLSNZ is the national association and represents 74 surf lifesaving clubs with 18,000+ members, including more than 4500 volunteer Surf Lifeguards. Our lifeguards, patrol over 80 locations in summer as well as providing emergency call-out rescue services throughout Aotearoa - saving hundreds of lives each year and ensuring thousands return home safe, after a day at the beach.*

## OUR ORGANISATIONAL CULTURE STATEMENT

Clubs are at the heart of everything we do. We support our clubs, volunteers and each other through our values of:

- Collaboration
- Integrity
- Respect
- Wellbeing
- Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

## POSITION PURPOSE

The purpose of this role is

1. Lead all aspects of Sport for the Northern Region and ensure alignment to SLSNZ and other Regions.
2. Work with all key stakeholders to prepare and implement the Regional (Northern Region) Sport sections of the Northern Region Management Plan to achieve alignment, targets and measures.
3. Provide operational leadership and support to Northern Region Clubs in key sport areas encompassing, Event Management, Athlete, Coach and Officials development.
4. Look to grow the recreational and competitive sports base across the Northern region

area at all levels, Junior Surf, Oceans, Seniors and Masters to enhance sports position as an enabler to increasing capability in lifesaving.

5. Advocate and support Northern Region events and programmes to align with National events and programmes.
6. Manage all sports related assets within the Northern Region owned by SLSNR.

## KEY RESPONSIBILITIES

Leadership & Culture	<ul style="list-style-type: none"> <li>• Review, update, implement and monitor the Surf Sport Plans for the Northern Region and ensure it will continue to achieve KPI's within the Northern Region Management Plan.</li> <li>• Provide operational leadership for the Northern Region as well as management and technical assistance to the Competitive Lifesaving Operational Committee (C-LOC).</li> <li>• Contribute to the alignment of Surf Sport within the Northern Region by involving key stakeholders in the delivery of Surf Sports at all levels.</li> <li>• Ensure alignment with National Surf Sport programmes and work with National Sport Manager as required.</li> </ul>
Club Development	<ul style="list-style-type: none"> <li>• Provide support to club based events in terms of safety plans, alignment and SLSNZ sanctioning, whilst building capability of the Clubs and Region.</li> <li>• Work with at risk clubs to develop coaching programmes that support club health.</li> </ul>
Coaching & Officials	<ul style="list-style-type: none"> <li>• Promote and implement the current coaching and officials development pathways to build capability within the clubs, Northern Region and Nationally.</li> <li>• Work with key individuals to develop their pathways as coaches and officials.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Keep current with national and international Surf Sport practices and initiatives.</li> <li>• Have an understanding of current Surf Sports rules and regulations and provide support to advisory groups and coaches.</li> <li>• Understand the Surf Sport High Performance environment in order to provide guidance to coaches, officials and athletes.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Attend monthly staff meetings and provide direct accurate reporting against the Regional Surf Sports Plans including:             <ul style="list-style-type: none"> <li>• Board Reports</li> <li>• Delegates reports</li> <li>• Quarterly reports</li> <li>• Annual/Season reports</li> </ul> </li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Provide event management of Northern Region specific sporting events, including junior and senior, IRB &amp; pool rescue events             <ul style="list-style-type: none"> <li>• Junior Pool Rescue Royale</li> <li>• NR Pool Short Course</li> <li>• NR Pool Long Course</li> <li>• Northern Region Pool Rescue Champs</li> <li>• Rangitoto Classic</li> <li>• Long Distance Carnival</li> <li>• Senior Auckland All In</li> <li>• Junior Auckland All In</li> <li>• Whangamatā Classic</li> <li>• The Invitational</li> <li>• U17 Challenge</li> <li>• Northland Head to Head – IRBs &amp; Juniors</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Northern Region IRB Champs</li> <li>• Northern Region Junior Champs</li> <li>• Northern Region Senior Champs</li> </ul> <ul style="list-style-type: none"> <li>• Facilitate the development of all Northern Region activity calendars.</li> <li>• Facilitate delivery of all sport related courses and development pathway.</li> <li>• Manage all sport related budgets.</li> <li>• Manage and facilitate all Regional representative sports team opportunities and high performance programs.</li> <li>• Manage all surf sports related equipment and assets.</li> <li>• Other tasks and projects as identified by the Manager – Member Services.</li> </ul>
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## SKILLS & QUALIFICATIONS

- A thorough understanding and experience of Surf Life Saving and surf sports events.
- Experience managing teams or individuals, reviewing performance and strong leadership qualities.
- Understanding of event management requirements and the ability to work variable hours
- A passion for success and sporting achievement
- Excellent relationship management skills with the ability to develop and maintain a wide variety of stakeholder relationships, both internal and external
- An understanding of and ability to listen to the needs of volunteers and stakeholders to support them in their aspirations.
- Well-developed communication skills.
- Strength in problem solving, critical and analytical thinking as well as being able to roll up their sleeves and deliver.
- Ability to think strategically and logically, seeing the bigger picture as well as the finer details.
- A positive and professional approach reflecting our values.
- Ability to work in a fast paced and high stakes environment.
- High IT literacy, especially in Microsoft Office applications.
- A proactive trouble-shooter

## PERSONAL ATTRIBUTES

1. Excellent relationship management skills
2. Excellent communication skills
3. Leadership coaching skills (i.e. the ability to lead, develop, support and positively influence others)
4. High capability (intellect)
5. The ability to think laterally
6. Attention to detail
7. Problem solving ability
8. Professionalism
9. Integrity to work unsupervised
10. Passion to perform and contribute to SLS
11. Respect from the Clubs or will earn respect quickly (credibility)
12. Non biased approach towards any Club or activity within SLS
13. Previous experience in our organisation
14. Broad base of surf lifesaving knowledge i.e. sport and lifesaving