



## POSITION DESCRIPTION

### SPORT AND ENGAGEMENT MANAGER - COLLEGE SPORT WELLINGTON

<b>Responsible to:</b>	Executive Director
<b>Functional relationships:</b>	College Sport Wellington Managers Sport New Zealand Regional & National Sports Bodies School Sport New Zealand Principals Regional Sports Directors Sports Coordinators 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 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 driving stakeholder engagement, primarily; students, parents and volunteers, through various channels.

#### 3 Key Accountabilities

##### 3.1 Sports

- Managerial, promotional & organisational responsibility for Athletics (Western Zones, Results Entry and Regionals) and liaison with both regional & national bodies,
- Managerial, promotional & organisational responsibility for Cross-Country & Road Racing and liaison with both regional & national bodies.
- Managerial & promotional responsibility for Orienteering and liaison with member schools and both regional & national bodies.
- Managerial, promotional & organisational responsibility for Floorball and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Softball and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Badminton and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Tennis and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Squash and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Golf and liaison with both regional & national bodies.
- Managerial, promotional & organisational responsibility for Underwater Hockey and liaison with member schools and both regional & national bodies.
- Managerial, promotional & organisational responsibility for Waterpolo and liaison with member schools and both regional & national bodies.
- Promotional, organisational responsibility or support service for any regional, island or national event /tournament involving any code in this position description.

### **3.2 Engagement**

- Develop and lead a communications plan that promotes engagement across the full range of sports managed by College Sport Wellington
- Work with the other College Sport Wellington Sport Managers to promote the events and activities within their sports.
- Ensuring media are kept in touch with those codes in this portfolio.
- Work with the other College Sport Wellington Sport Managers to ensure media are kept in touch with College Sport Wellington events and activities.
- Develop the livestreaming (or similar) capability of College Sport Wellington at major events.
- Responsible for the daily management, maintenance and ongoing development of the College Sport website, EDM and other social media initiatives – Facebook, Instagram, Twitter and other platforms, as they arise.
- Creation of in-house design work for CSW related publications or sharing

- Support the College Sport Wellington Sport and Operations Manager in maintaining database systems.
- Support for co-ordination of Sportsperson of the Year Awards
- Maintaining positive working relationships with all member schools, regional & national sports bodies.