

Events Co-ordinator

Job Description

PURPOSE:

Develop, co-ordinate and manage Hamilton City Netball Centre events and in doing so, positively contribute to the experiences of the players, coaches, umpires, officials, spectators and volunteers and the wider community.

Reports To: Centre Manager

Relationships:

External	Internal
<ul style="list-style-type: none">• Netball Waikato Bay of Plenty (Zone)• Netball NZ• Sport Waikato• Wintec• Other Centres• Clubs• Schools• Players• Parents• Other Sporting Codes• Sponsors and Funders	<ul style="list-style-type: none">• HCNC Staff• HCNC Volunteers• HCNC Coaches• HCNC Umpires• HCNC Officials• Event contractors

KEY RESPONSIBILITIES

Strategies and Plans

Implement strategies to provide high quality, safe and enjoyable events for the Centre and in conjunction with Netball Waikato Bay of Plenty and Netball New Zealand.

Prepare, implement and monitor an annual event plan across all leagues, tournaments and other events.

Relationships

Build strong and effective working relationships with internal and external stakeholders

Be the events face of HCNC to the wider community

Event Management Software

Manage and co-ordinate events through the event management software

Event Co-ordination

Collate calendar of events for the Centre in conjunction with Netball Waikato Bay of Plenty.

Coordinate events for the Centre and where discussed events for Netball Waikato Bay of Plenty

Liaise with individuals, clubs, schools or centres as appropriate for events

Personnel Development

Co-ordinate development programmes for personnel including coaches and volunteers for events and programmes

Administration

Administration for all development functions

Database management of players, coaches, umpires and officials

Distribution of all Centre/Zone/NNZ communications relating to development

Provide data and reports as required to HCNC and Netball Waikato Bay of Plenty

Provide equipment and resources to players, coaches, umpires and officials as part of the development programmes

COMPETENCY PROFILE

Competency	Descriptors
1. Knowledge and experience	<input type="checkbox"/> A high level of sports event management skills <input type="checkbox"/> Sound understanding of tournaments and leagues

	<ul style="list-style-type: none"> <input type="checkbox"/> Competency with event management software with attention to detail <input type="checkbox"/> Strong personal integrity and professionalism <input type="checkbox"/> Sound administration skills <input type="checkbox"/> Flexible with work hours to suit sports environment
2. Leadership and strategic ability	<ul style="list-style-type: none"> <input type="checkbox"/> Able to gain trust and respect from community <input type="checkbox"/> Is calm, confident, decisive and objective, especially under pressure <input type="checkbox"/> Willingness to be accountable and measured on performance. <input type="checkbox"/> Can create a vision and compelling purpose for wide range of stakeholders. <input type="checkbox"/> Ability to provide innovative, constructive and effective recommendations to the Centre Manager <input type="checkbox"/> Skilled at determining important issues, prioritising and multi-tasking
3. Communication and Personal skills	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes and maintains effective relationships <input type="checkbox"/> Communication is clear, concise, effective and persuasive <input type="checkbox"/> Can communicate strategies, inspire and ensure 'buy in' from a diverse range of stakeholders across all levels of the game <input type="checkbox"/> Strong listening skills and ability to encourage and maintain two-way dialogue on issues <input type="checkbox"/> Strong conflict management skills <input type="checkbox"/> Can recognise development opportunities for personnel <input type="checkbox"/> Detail orientated and follows methodical practices <input type="checkbox"/> Relates well with, and can motivate diverse groups, volunteers, and supporters <input type="checkbox"/> Is energetic, highly motivated, enthusiastic and considerate <input type="checkbox"/> Understands and can work in a team environment <input type="checkbox"/> Copes well with continual change and tight deadlines
4. Brand / Profile	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to enhance the profile and effectiveness of Hamilton City Netball Centre and the sport of netball in the 'community'

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| | <ul style="list-style-type: none">□ Ability to enhance the brand and profile of netball in Hamilton and the Waikato Bay of Plenty Zone in the media and through contribution at netball functions and other events. |
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