

Job Title	Programmes Coordinator
Reports to	Yachting New Zealand, Chief Operating Officer
Direct Reports	3 x Sailing... Have a Go! Instructors, numerous coach facilitator contractors
Relationships	<p>External Schools, Clubs, Funding Agencies (including Sponsors),</p> <p>Internal Yachting New Zealand staff and contractors</p>
Contract Type	Permanent
Hours	Full Time
Date ratified	04/03/2019

Purpose of the role:

- To manage the delivery of national programmes including managing the Sailing... Have a Go! Programme.
- To support coach development, support, education and training opportunities, from novice to performance;
- To ensure the effective implementation of the coach development strategies as detailed within the Coach Development Plan;
- The coordination of personnel and programmes within coaching to achieve the desired outcomes of the Coach Development Plan.

Outcomes of the role:

Key Accountabilities	Comments / Outputs
1. Support coach development for Yachting New Zealand	<p>Promote YNZ key philosophies around key skills and coaching priorities</p> <p>Ensure delivery of coach education courses at all levels. Manage face to face and online courses, including promotion, booking, logistics, assessments and related administrative tasks</p> <p>Promote the coaching pathway and other development opportunities including: YNZ courses, YNZ coach forums Performance Coach Advance, Pathway to Podium, Coach Evolve, Goodsports, PM Scholarships and other Sport New Zealand opportunities.</p> <p>Run the biennial Coach Conference</p> <p>Maintain positive external relationships</p> <p>Produce reports for funding purposes (Track numbers and insights)</p> <p>Regular communication with coaches nationwide via social media and e-newsletters</p> <p>Ensure the coach section on the YNZ website is relevant and up to date</p> <p>Review and update the facilitated coach education courses provided by YNZ</p> <p>Ensure a group of high-quality facilitators for all YNZ courses across NZ</p> <p>Facilitate coach development courses where required</p> <p>Process qualification revalidations and applications for recognition of prior learning</p> <p>Work with the YNZ High Performance Manager and Talent Development Manager to connect club and national level coaches with the high-performance area</p>

	<p>Gather resources (photos, video, information) to assist in general with coach development</p> <p>Manage the Coach Development Plan and Yachting New Zealand Coaching System</p> <p>Manage regional coaching budget</p>
<p>2. Manage Sailing... Have a Go! including appointing and managing instructors, arranging venues, volunteers, bookings, marketing, maintenance, logistics, loan of equipment, sponsor relationships, funding initiatives and reporting.</p>	<p>Sailing... Have a Go! is well patronised and delivered to a high standard. Funding maintained.</p> <p>Develop opportunities to grow the programme.</p>
<p>3. Maintain the National Learn to Sail programme including course material, stock levels, information on the YNZ website and additional resources to support the programmes.</p>	<p>Programmes are kept relevant and well supported. Stock levels and ordering maintained.</p> <p>Aim to increase the profile and use of these programmes nationally.</p> <p>Help develop a programme to monitor consistent and quality delivery throughout clubs in New Zealand.</p>
<p>4. Assist in the development and support of participation and training programmes (including online learning opportunities, Waterwise and other Yachting New Zealand initiatives)</p>	<p>New programmes created that meet the needs of clubs. Programmes are well supported and well promoted (visible).</p>
<p>5. Contribute to YNZ's 'Best Practice' manual for clubs. Seek input from experts in their field and present information in such ways that it can be used by others.</p>	<p>Best practice information is made available to clubs</p>

Programmes coordinator

Person Specification

Experience and Knowledge

- Involvement with yacht club activities and programmes
- Experience with instructing / coaching and training programmes
- Expertise in budgeting and management of resources, including fundraising
- Experience in working with volunteer networks
- Experience managing small teams
- Experienced managing and delivering projects
- Experience working within national sports organisations

Skills and attributes:

Management capabilities

- Ability to manage a small group of remotely based staff
- Have an understanding of risk management, the process and application
- Ability to understand and discuss Yachting New Zealand's goals and strategies
- Sound project management skills and planning skills
- Timely and succinct reporting skills

Relationship management and communication

- An ability to communicate clearly and effectively with a wide range of people in all situations
- An ability to form successful relationships with stakeholders

Personal attributes

- Highly organised
- Ability to manage multiple tasks and projects to meet deadlines
- Strong networking abilities
- Lateral thinking abilities
- Ability inspire confidence
- Strong communication abilities written and verbal abilities
- Consultative interpersonal style
- Creative problem solving
- Capacity to understand wider picture
- Honest, high standards of integrity
- Personal commitment to performance improvement
- Excellent time management skills
- Passionate about the value of coaching