

<b>Job Title</b>	Yachting New Zealand youth coordinator
<b>Reports to</b>	Talent development manager (TDM)
<b>Direct Reports</b>	Nil
<b>Relationships</b>	<b>External</b> HPSNZ, DFSNZ, sailors, youth team stakeholders, clubs, suppliers and contractors, parents, sponsors <b>Internal</b> Yachting New Zealand staff and contractors, high performance (HP) classes committee

#### Purpose of the role:

1. To support the talent development manager and head youth coach to deliver a successful and sustainable, world leading, youth programme

#### Success in the role:

The Yachting New Zealand (YNZ) high performance vision is to 'maintain Olympic yachting as a multiple medal winning sport in New Zealand'. This role will support the YNZ HP programme to deliver on three key goals:

2. To deliver a successful youth programme in line with YNZ's HP programme's purpose, philosophies and values
3. To help the TDM to develop youth sailors who can win medals at youth world championships.
4. To develop future Olympic campaigners

Key Accountabilities	Comments
1. Manage the administration of the national youth programme (develop future Olympic campaigners)	<ul style="list-style-type: none"> <li>• Working with TDM, YNZ youth steering group and the head youth coach to make sure the youth programme is planned and well communicated at least six months in advance.</li> <li>• Work with YNZ youth steering group to regularly review and develop the youth programme</li> <li>• Maintain all communications with the wider youth programme group and relevant stakeholders.</li> <li>• Assist TDM and head youth coach to put in place a budget for the upcoming year's youth programme.</li> <li>• Assist TDM to contract coaches.</li> <li>• Monitor youth coaching days and expenditure and keep them in line with budgets.</li> <li>• Coordinate all logistics and planning for Aon youth clinics and other national clinics.</li> <li>• Oversee the coach boat booking system.</li> </ul>
2. Event Management - Organise and manage YNZ Youth Trials and Oceanbridge NZL Sailing Regatta	<ul style="list-style-type: none"> <li>• Create successful events that encourage interaction with all competitors, officials, sponsors and supporters and celebrates sailing.</li> <li>• Work with communications manager to leverage the best possible event profile.</li> </ul>

	<ul style="list-style-type: none"> <li>• Run the YNZ Youth Trials to the highest standard in line with YNZ's HP values and comparable philosophies to the World Sailing youth worlds.</li> <li>• Work with the TDM to ensure that the NOR for youth trials is produced on time and is in-line with the youth team selection document.</li> <li>• Club and race management are contracted</li> <li>• Race management has the equipment needed to run the regatta.</li> <li>• Race management has the correct number and mix of people to run the regatta.</li> <li>• Help select and coordinate youth team selectors with TDM.</li> </ul>
3. Youth Sailing World Championships	<ul style="list-style-type: none"> <li>• Manage administration and logistics for the selected youth team and the coaches.</li> <li>• Help with logistical plans for sailors and families.</li> <li>• Organise youth team announcement function.</li> </ul>
4. Pathway Education	<ul style="list-style-type: none"> <li>• Assist with the youth communication platform and regular educational initiatives.</li> </ul>
5. Manage the maintenance of YNZ coach boats <i>including RIBs based internationally</i> and associated equipment (including equipment returning from overseas)	<ul style="list-style-type: none"> <li>• All coach boats are serviced, suitable and reliable for the task of coaching.</li> <li>• Boats and trailers are serviced and tracked appropriately to their use.</li> <li>• Manage other on-the-water coaching equipment such as marks and ground tackle.</li> <li>• Manage the repair of damaged equipment with industry experts.</li> <li>• Manage the relationship with above repairers.</li> <li>• Manage maintenance guidelines for coaches in conjunction with HPD and TDM.</li> </ul>
6. Actively communicate with the stakeholders of youth yachting in NZ	<ul style="list-style-type: none"> <li>• Sailors, clubs, relevant committees, class associations, RSOs, regional yachting associations, parents</li> <li>• Coordinate sailors taking part in appropriate sponsor functions.</li> <li>• Manage the St John Rotary and YNZ Youth Scholarship application process.</li> </ul>
7. To actively contribute to YNZ and the YNZ HP programme	<ul style="list-style-type: none"> <li>• Carry out any other activities that may be requested from time to time by the TDM and chief executive.</li> <li>• Be committed to personal learning and development.</li> </ul>

#### **Youth Coordinator – PERSON SPECIFICATION**

#### **EXPERIENCE:**

- Experience in sport of sailing.
- Experience of working with young athletes and adults.
- Experience with multi stakeholder relationships with youth and talent development-age sailors.
- Experience with resource management.
- Experience in managing and delivering projects and events.
- Experience working within sports organisations.
- Experience with the principles and practices of boat maintenance.
- Experience in problem solving.

#### **KNOWLEDGE:**

- A sound understanding of sailing's youth and Olympic pathways.
- Up to date knowledge of technology, including computers and software programs.
- Up to date knowledge of sailing race management pathways.
- Up to date knowledge of relevant health and safety practices.
- Up to date understanding of World Sailing youth sailing.

#### **SKILLS AND ATTRIBUTES:**

##### **Management capabilities**

- Sound organisational skills, with the ability to understand, discuss and help drive YNZ's goals and strategies.
- Excellent project management and planning skills.
- Reporting.

##### **Relationship management and communication**

- An ability to win the confidence of sailors, coaches and other associated high-performance providers.
- An ability to motivate others and keep others on task.
- An ability to communicate clearly and effectively with a wide range of stakeholders in all situations.
- An ability to form successful relationships with YNZ employees, contractors and major stakeholders.
- Ability to seek positive outcomes from conflict situations.

##### **Personal attributes**

- Passionate about winning
- Team player
- High level of energy
- Composed and calm in stressful situations
- Able to work across different organisations
- Strong networking abilities
- Ability to create and communicate plans
- Ability to travel overseas and work weekends
- Consultative interpersonal style
- A strategic mind capable of understanding Yachting New Zealand's wider picture
- Sound judgment, decision-making and problem solving
- Action oriented, results driven
- High standards of honesty and integrity
- Excellent time management skills and the ability to meet deadlines

##### **Physical requirements**

- This role is a physical role that requires a reasonable level of fitness and strength. The role involves moving and lifting boats onto trailers, loading containers and other physical tasks.