

Job Title	Yachting New Zealand, Programmes Coordinator
Reports to	Yachting New Zealand, Chief Operating Officer
Direct Reports	3 (Sailing... Have a Go! Instructors)
Relationships	External Schools, Clubs, Funding Agencies, YNZ Race Officials, Sponsors, New Zealand Schools Waterwise Internal Yachting NZ Staff and contractors, YNZ Race Management Committee
Contract Type	Permanent
Hours	Part time (0.6 FTE)

Purpose of the role:

To support the delivery of national programmes including managing the Sailing... Have a Go! Programme.

Outcome of the role:

Key Accountabilities	Comments / Outputs
1. 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.	Sailing... Have a Go! is well patronised and delivered to a high standard. Funding maintained. Develop opportunities to grow the programme.
2. Support the delivery and development programmes including: <ul style="list-style-type: none"> • YNZ Learn to Sail programme • Embark 	Ensure that the programmes are well promoted (visible), the content is up to date and in line with curriculum, they are well administered, and support is provided for developing the programmes where required.
3. Administer the National Events system and National Event Review Panel	That National Events are managed in line with the Yachting New Zealand regulations. Provide administrative support to the National Event Review Panel and Race Officials Committee.
4. Administering the YNZ Appeals Process	Appeals are processed in a structured and timely manner.

5. Assist in maintaining National Learn to Sail programme including course material, stock levels, information on the YNZ website and additional resources to support the programmes.	Programmes are kept relevant and well supported. Stock levels and ordering maintained. Aim to increase the profile and use of these programmes nationally.
6. Provide administrative support to the YNZ Race Officials Committee.	Help arrange and conduct Race Officials Committee meetings.
7. Administer the National Race Officials qualification system	Administer issuing qualifications, recognition of prior learning and revalidations.
8. 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.	Best practice information is made available to clubs
9. Conduct all activities in line with Yachting New Zealand's Strategic Plan, operational plans and budgets.	Provide progress reports to COO as required
10. Carry out any other activities that may be requested from time to time by the Chief Operating Officer and Chief Executive	As required



**Programmes and Services Coordinator
PERSON SPECIFICATION**

EXPERIENCE:

- Involvement with yacht club activities and programmes
- Experience with instructing / coaching and training programmes
- Experience in working with volunteers
- Experienced managing and delivering projects
- Experience in writing clear and concise articles or publications
- Experience with managing people
- Experience in fundraising

KNOWLEDGE:

- Understanding of the yachting environment
- Knowledge of Not for Profit sports organisations
- Sound project management skills and planning skills
- Knowledge of school sports programmes
- Understanding of the needs and roles of coaches, race officials, yacht club committees and other groups that contribute to yachting
- Understanding of the needs of disabled sailors and knowledge of disabled sailing organisations
- Understanding of the competitive aspects of sailing and the procedures involved with this
- Relevant Tertiary Qualifications are preferable

SKILLS AND ATTRIBUTES:

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 YNZ employees, clubs and stakeholders

Personal attributes

- Highly organised
- Strong networking abilities
- Strong interpersonal skills and ability to work with internal and external stakeholders
- Lateral thinking abilities
- Ability inspire confidence
- Strong communication abilities written and verbal abilities
- Consultative interpersonal style
- Creative problem solving
- Honest, high standards of integrity
- Personal commitment to performance improvement
- Excellent time management skills
- Ability to manage multiple tasks and projects to meet deadlines.
- Passionate about participation in yachting
- A background in sailing and have a sound understanding of the sport is preferable

ESSENCE OF CHARACTER

- Enthusiastic
- Innovative
- Engaging
- Good Communicator
- Sense of purpose
- Organised