

Job Title	Yachting New Zealand, Regional Support Officer
Reports to	Yachting New Zealand, Chief Operating Officer
Direct Reports	N/A
Relationships	<p>External Yacht and Boating Clubs, Regional Associations, Class Associations, YNZ Members, Schools, Funders</p> <p>Internal Yachting NZ Staff and contractors</p>
Contract Type	Fixed Term - Full Time (40hrs per week)
Date Ratified	05/10/17

The role:

- Promote Yachting New Zealand and demonstrate the value to its members
- To be a conduit between Yachting New Zealand and clubs / regions
- Support clubs to increase participation and grow membership
- Support clubs and regions to grow capability
- Grow and help up-skill volunteers, coaches and officials
- Establish and support links between schools and clubs
- Promote sailing as a sport and the opportunities to participate
- Provide advice, guidance and to share good practice nationwide

Outputs of the role:*

Participation

- Share best practice, share ideas and provide guidance on membership growth initiatives
- Assist clubs to ensure appropriate programmes (including coaching) are in place at clubs / regionally - (Club/School/Regional programmes and other training clinics)
- Grow the club/school link:
 - Via Sailing... Have a Go!, Yachting New Zealand Learn to Sail, Waterwise and other programmes
 - Work with Regional Sports Trusts (RST) and school coordinators
- Assist clubs and organisations who are working with sailors with a disability and providing inclusive programmes

Volunteer Support

- Coordinate volunteer training opportunities
- Assist clubs to up-skill volunteers in various aspects of club life (race management, programme development, environmental issues, funding, etc) through education provided by Yachting New Zealand and other organisations.
- Share best practice for volunteer recruitment and retention
- Promote recognition / award opportunities through Yachting New Zealand and other organisations

Club/Class Capability Support

- Work with clubs/classes and assist them in the areas of:
 - Planning
 - Participation growth
 - Self-promotion
 - Coordination between clubs
 - Funding applications
 - Health and Safety (including rescue boats)
 - Risk Management
 - Governance
 - Supporting succession planning and knowledge transfer of committees

Regional Capability Support

- Attendance at Regional Yachting Association meetings where appropriate
- Assistance with Regional scheduling of:
 - Regattas
 - Coaching Courses
 - Volunteer Training
- Where appropriate provide input on strategy and planning

Communication

- Promote the Yachting New Zealand website and available services including sub-sites, online club manual, Briefings and the online calendar
- Promote what resources and support is available to clubs and regions from Yachting New Zealand
- Promote sailing and boating as a sport
- Promote the club card and offerings from Yachting New Zealand partners to clubs and their members
- Act as a conduit between clubs/regions and Yachting New Zealand
- Relevant communication with stakeholders (news, Q&A, information for sailors, resources, scheduling, etc.)
- Grow relationships with Regional Sports Trusts

Administration

- Monthly report to Yachting New Zealand Chief Operating Officer
- Provide input where required to YNZ strategic and annual planning
- Update the YNZ database records where required
- Provide YNZ with participation numbers from clubs and training providers within the region (annually)
- Provide support to YNZ with survey returns and other information collection

Outcomes

- Timely and accurate reporting back to Yachting New Zealand
- Positive results in club and stakeholder surveys
- Visibility at club level

* - Due to the nature of the role and work load, it will be important to balance the amount of time spent on each output to create the right mix for the needs of each club, regional association and class association in the region. This mix is agreed through a work plan with the Chief Operating Officer of Yachting New Zealand.

Regional Support Officer

Person Specification

Experience and Knowledge

- Experienced in sport administration and development especially yacht and boating clubs
- Experience in working with volunteers
- A background in sailing with a sound understanding of the sport
- A knowledge of health and safety management for clubs
- Technically capable with modern software (MS Office Suite, Skype, CRM)

Skills and attributes:

- Excellent verbal and written communication skills; an ability to communicate clearly and effectively with a wide range of people in all situations
- Good presentation and facilitation skills
- Ability to deal with and effectively resolve conflict in a diplomatic manner

- Managerially competent with a structured, well organised approach to tasks
- Excellent time management and planning skills
- Ability to work remotely / independently
- Project orientated
- Ability to organise and manage multiple tasks and projects to meet deadlines
- An ability to form successful relationships with YNZ employees, clubs and stakeholders
- Objective and balanced
- Team player
- Ability to creatively problem solve
- An ability to assess a situation and adapt your approach to achieve the best outcome

Essence of Character:

- Sense of purpose
- Enthusiastic
- Innovative
- Engaging
- Approachable
- Adaptable
- Honest
- Flexible and adaptable with respect to working outside of traditional working hours