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| **Job Title** | **Yachting New Zealand, Strategic Engagement Coordinator** |
| **Reports to** | Yachting New Zealand:  Chief Executive  High Performance Director  National Sport Development Director – Strategy, Programmes and Participation |
| **Direct Reports** | N/A |
| **Relationships** | **External**  HPSNZ, Sport New Zealand, Yacht and Boating Clubs, Regional Associations, Class Associations, Coaches, Sailors, YNZ Members  **Internal**  Yachting NZ Staff and contractors |
| **Contract Type** | Fixed Term - Full Time  This role is funded for an 18-month period via the HPSNZ Women in High Performance Sport Residency Fund. In order to be eligible for a Resident position, applicants must satisfy the below criteria:   * identify as a woman; * be New Zealand citizen or have been granted permanent resident status; and * be able to commit to the initiative for the full 18 month programme. |
| **Date Ratified** | 21/11/2019 |

Yachting New Zealand’s vision is to help New Zealanders access, enjoy and succeed on the water for life. Those three tenets are interlinked as we believe the more people who get into and enjoy sailing, are the ones more likely to succeed and remain engaged in the sport for life. Yachting New Zealand represent the needs and interests of yachties and boaties from grassroots through to high performance level and this is a significant undertaking for a small organisation such as ours.

This position is of critical importance to help deliver on Yachting New Zealand’s newly created Women and Girls in Sailing strategy and on our wider strategic direction and high-performance strategy as many of the aims and outcomes of each are inter-related. Yachting New Zealand launched a Women and Girls in Sailing strategy earlier this year to gain a greater understanding of the barriers to attracting more female participants, and to learn how to retain those already sailing and advance equal opportunities.

**The role:**

* Lead the implementation of Yachting New Zealand’s Women and Girls in Sailing strategy, including delivering on the Strategy’s key high-performance programme objectives and external communication requirements.
* Contribute towards the delivery of Yachting New Zealand’s strategic direction with a focus on supporting initiatives that enable the identification, development and retention of high potential female sailors, coaches and officials so that they are ready for the high performance environment
* Help shape quality personal development programmes in conjunction with sailors, coaches, and leaders within the sport
* Support and learn from everyone within the Yachting New Zealand Leadership Team with a priority on working with the High-Performance Director, National Sport Development Manager Communications Manager and the Women’s Sailing Manager
* Support the Communications Manager by contributing regular communications, both internally and externally, which support Yachting New Zealand’s strategic direction.

**Outputs of the role:**

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| * Contribute to strategic and operational planning for Yachting New Zealand (at all levels, including high-performance) * Develop and deliver a mentoring programme for both sailors and coaches * Work with Yachting New Zealand’s coach development manager and Yachting New Zealand education lead to increase the number of female coaches and race officials in the sport and provide support to ensure their development and retention * Support female-specific campaign management in the high-performance environment * Support the various elements of the Yachting New Zealand coaching system with a specific focus on females * Provide engaging content for Yachting New Zealand’s channels, including the website, social media platforms and app which help attract and retain sailors * Communicate directly with clubs and class associations to share information on developments and events * Communications support for Yachting New Zealand’s events and initiatives including (but not limited to); Volvo Yachting Excellence Awards, Volvo National Sailing & Boating Week, Oceanbridge NZL Sailing Regatta, Volvo Sailing… Have a Go! programme, Yachting New Zealand member card and class national championships * Connect with athletes outside of our sport to ensure full consideration of issues related to our strategic goals * Carry out any other activities that that may be requested from time to time by the high-performance director, communications manager and chief executive |

**Strategic Coordinator**

Person Specification

**Essential skills and qualifications required for the role**

* Experience in the sport of sailing, including coaching
* Sound organisational skills, with the ability to understand and discuss Yachting New Zealand’s strategic direction
* Excellent project management and planning skills
* Experience in strategic and operational planning
* Excellent communication skills, both written and verbal
* Capable of managing multiple projects and working to tight deadlines
* A sound understanding of Yachting New Zealand Youth and Olympic pathways
* An ability to communicate clearly and effectively with a wide range of people in all situations including good presentation and facilitation skills
* An ability to form successful relationships with Yachting New Zealand employees and contractors and major stakeholders
* Ability to seek positive outcomes from conflict situations

**Desired skills and qualifications for the role**

* Passionate about winning
* Must be excited about owning this role
* Team player
* High level of energy
* Strong written skills
* Experienced in the use of social media and using the right language
* Composed in stressful situations
* Able to work across different organisations and ethnic groups
* Strong networking abilities
* Consultative interpersonal style
* Sound judgment, decision-making and problem solving
* Action oriented, results driven
* Honest, high standards of integrity
* Excellent time management skills and the ability to meet deadlines
* An even, calm demeanour
* Recognised coaching qualifications
* Relevant tertiary qualifications would be an advantage