

POSITION DESCRIPTION

Position title: Regional Support Officer

Reports to: National Sport Development Director

Direct reports: Nil

Principal relationships: External

Yacht Clubs, Regional Associations, Class Associations, YNZ Members, Schools, Funders

Internal

Yachting New Zealand staff and contractors

Main purpose of the position: 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

Measuring success:

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

Duties and responsibilities

The position includes the following duties and responsibilities, and any duties and responsibilities reasonably incidental to those:

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)
- Support the growth of the club/school link:
 - Via Schools sailing programmes, 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

Communication

- Act as a conduit between clubs/regions and Yachting New Zealand
- 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

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

Administration

- Monthly report to YNZ National Sports Development Director
- 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