

Job Title	Yachting New Zealand – Sailing and Training Administrator
Reports to	Yachting New Zealand National Sport Development Director
Direct Reports	N/A
Relationships	External Yacht Clubs, Class Associations, Boat Owners, RORC, PHRF programme developers, Technology vendors, clubs, YNZ Race Officials Internal Yachting NZ Staff and contractors, CIORC, PHRF Subcommittee, Race Officials Committee
Contract Type	Permanent part time (0.8FTE)
Date Ratified	20/11/2021

The role:

- To administer Yachting New Zealand National Yacht Register
- To administer handicapping systems (including technical support)
- To provide administrative support to the Yachting New Zealand Cruising, Inshore and Offshore Racing Committee
- To administer the national programme of race official training and accreditation
- To administer the National Events system
- To provide administrative support to the Yachting New Zealand Race Officials Committee
- To develop a suite of modules on the Yachting New Zealand online education platform Embark

Outputs of the role:

CIORC Administration/National Yacht Register/Handicaps	
1. Administering the National Yacht Register	Processing new vessel registrations and change of ownership. Providing support to maintain and update the Yachting New Zealand CRM.
2. Handicapping systems	Administering Yachting New Zealand's national handicapping and rating systems including PHRF and IRC. Liaising with yacht clubs regarding yacht handicaps and race results systems.
3. Administrative support to the Yachting New Zealand Cruising, Inshore and Offshore Racing Committee	Arranging meetings, logistics, circulation of agendas and meeting papers, taking minutes and taking any appropriate actions
4. Technical support where yacht registration and handicaps are concerned	On the Yachting New Zealand website, CRM and PHRF portal. Providing a point of contact for enquiries relating to handicapping, vessel registration, handicaps and CIORC
Race Officials Administration/Training/National Events/Appeals	
5. Provide administrative support to the YNZ Race Officials Committee.	Help arrange and conduct Race Officials Committee meetings.
6. Administer the National and International Race Officials qualification scheme.	Race officials qualified and reappointed in line with YNZ regulations. YNZ Database kept up to date.

7. Administer the National Events system and National Event Review Panel	<p>That National Events are managed in line with the Yachting New Zealand regulations.</p> <p>Provide administrative support to the National Event Review Panel and Race Officials Committee.</p>
8. Administering the YNZ Appeals Process	Appeals are processed in a structured and timely manner.
9. Assist with the organisation of nationwide seminar programme for Race Officers, Judges and Umpires	<p>Seminar programme delivered and well attended. Maintain records of attendance and achievement.</p> <p>Helping coordinate facilitators, venue, logistics, materials and funding.</p> <p>As required upskilling of facilitators.</p>
EMBARK – online learning platform	
Project manage and assist with the development of a suite of modules on the Yachting New Zealand online learning platform Embark	<p>Modules to be developed in the following areas:</p> <ul style="list-style-type: none"> • Race officiating (race management, judging, umpiring) • Club administration • Coaching (working with the Coach Development Manager and Talent Development team to produce online content that supports the face to face coach development courses) • Learn to Sail (developing online content that supports the printed material and practical training run by affiliated clubs) <p>A project plan is to be developed and approved including a list of modules and projected timeline.</p>

Other

- Provide assistance to the Yachting New Zealand Safety and Technical Officer
- Provide assistance to the Yachting New Zealand office administrator
- Maintaining high-quality documentation and providing accurate, informative and timely reports to the National Sport Development Director or others as required
- Any other duties as requested by the National Sport Development Director or Chief Executive

PERSON SPECIFICATION

EXPERIENCE:

- Experienced in administration
- A knowledge of sailing and keelboat, multihull and trailer yachts
- Proficient in MS Outlook and the MS Office suite
- Experience using databases and website CMS is preferable
- Involvement with yacht club activities and 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
- 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

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