

**Yachting New Zealand
Education and Environment Coordinator**

Job Title	Education and Environment Coordinator RŪNĀ Kaiwhakahaere
Reports to	National Sport Development Director
Direct Reports	Three RŪNĀ Kaiako
Relationships	<p>External Schools, Kura, Clubs, Education Outside the Classroom (EOTC) providers, Environmental organisations, Sailing teams and their athletes, Funding agencies, Sponsors, Government stakeholders.</p> <p>Internal Yachting New Zealand Staff, RŪNĀ Project Manager, and Yachting New Zealand Environmental Strategy Lead</p>
Contract Type	Initially this is a Fixed Term, 1 year contract as the Yachting New Zealand's school engagement programme transitions from project mode to implementation mode. The position will be reviewed toward the end of this period with a view to defining and establishing a permanent role.
Hours	37.5 hours per week

POSITION DESCRIPTION

Purpose of the role:

To support the development and delivery of RŪNĀ, Yachting New Zealand's School Engagement Programme.

Outcome of the role:

Key Accountabilities	Comments / Outputs
1. Oversee and manage Yachting New Zealand's engagement with schools	<p>Ensuring the three RŪNĀ modules are well patronised and are funded appropriately. Including:</p> <ul style="list-style-type: none"> Marketing the RŪNĀ opportunity to schools Maintaining and developing strong relationships with sponsors, funding agencies and government stakeholders Supporting initiatives to raise funds for programme delivery Maintaining high quality records and reporting on progress.
2. Coordinate the implementation of Yachting New Zealand's environmental strategic objectives	<p>Implementing programmes and supporting clubs to engage with environmental strategic objectives. Including:</p> <ul style="list-style-type: none"> Clean Club Programme Nationwide Beach Clean Day
3. Manage RŪNĀ service delivery and content	<p>Ensuring RŪNĀ service delivery and content are high quality. Including:</p> <ul style="list-style-type: none"> Managing the RŪNĀ customer relationship management system so that teachers are connected to providers in a timely and seamless manner Maintaining website so it is up to date and remains useful, usable, and desirable for teachers.

	<ul style="list-style-type: none"> Updating and distributing sailing experience activity kits so they remain useful, usable, and desirable for providers and teachers.
4. Coordinate and support the network of RŪNĀ providers	<p>Ensuring RŪNĀ sailing experiences are delivered by providers to a high standard.</p> <p>Including:</p> <ul style="list-style-type: none"> Developing and maintaining strong relationships with clubs and EOTC providers Supporting clubs and EOTC providers to finalise booking arrangements with schools, ensuring a smooth handover from the registration process to the delivery process Providing ongoing professional learning opportunities for the network of sailing experience providers
5. Coordinate and support delivery of RŪNĀ through Yachting New Zealand mobile trailers	<p>Ensuring RŪNĀ sailing experiences are delivered by RŪNĀ Kaiako to a high standard.</p> <p>Including:</p> <ul style="list-style-type: none"> Managing the logistics of trailer delivery including setting up routes, specific marketing to schools and finalising bookings Arranging venues and volunteers to support Kaiako with delivery Overseeing maintenance of trailers and equipment Leading and managing Kaiako team
6. Support the development and implementation of additional RŪNĀ modules	<p>Work with RŪNĀ Project Manager and Motu Kairangi Kāhui Ako to design, test, pilot and roll out new curriculum content and activities for teachers for the 'Kōrinorino – Our Ancestors' Wake' module.</p>
7. Support the integration of schools' engagement with Yachting New Zealand's Environmental Strategy	<p>Work with RŪNĀ Project Manager and the Yachting New Zealand Environmental Lead to design, test, pilot and roll out new curriculum content and activities for teachers for the 'Moanamana – NZL's Blue Belt' module, including development of criteria for inclusion within Yachting New Zealand Environmental Strategy</p>
8. Conduct all activities in line with Yachting New Zealand's Strategic Plan, Operational Plans and Budgets.	<ul style="list-style-type: none"> Provide progress reports as required Make best practice information available to clubs by contribute to Yachting New Zealand 's 'Best Practice' manual for clubs Continually review and update Yachting New Zealand 's memorandum of understanding with providers who deliver the RŪNĀ schools engagement programme Carry out any other activities that may be requested from time to time by the Chief Executive and the National Sport Development Director

Desired attributes:

- Commitment to the principles of Tiriti o Waitangi and to understanding Tikanga and te Reo Māori
- Understanding of, and experience working in the schooling sector, including knowledge of curriculum development strategies, and placed based curriculum implementation principles
- Understanding of Education Outside the Classroom practices including risk and safety management procedures
- Experience in environmental education and sustainability preferred, but not essential
- Strong relationship management skills
- Strong capability in the use of a range of information technologies including the use of cloud-based content management and customer relationship systems

- Innovative and creative marketer including the effective use of social media
- A passion for the environment, sailing and the ocean