

Yachting New Zealand
RŪNĀ Kaiwhakahaere | Education Lead

Job Title	RŪNĀ Kaiwhakahaere Education Lead
Reports to	National Sport Development Director and CEO
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 and contractors, and S&A project lead</p>
Contract Type	<p>This is a fixed term, three-year contract.</p> <p>As Yachting New Zealand’s school engagement framework transitions from project mode to implementation mode, the position will be reviewed at the end of the period with a view to defining and establishing a permanent role.</p>
Hours	40 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.</p> <p>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. 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 • RŪNĀ content is up to date and remains relevant, usable and desirable for teachers • Updating and distributing sailing experience activity kits so they remain useful, usable and desirable for providers and teachers
3. Coordinate and support the network of RŪNĀ providers	<p>Ensuring RŪNĀ sailing experiences are delivered by providers to a high standard, 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 to the delivery process

	<ul style="list-style-type: none"> • Providing ongoing professional learning opportunities for the network of sailing experience providers
4. Coordinate and support delivery of RŪNĀ through Yachting New Zealand roaming trailer as required	<p>Supporting the RŪNĀ sailing experiences delivered by YNZ roaming trailers, 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 with delivery • Overseeing maintenance of trailer and equipment
5. Support the integration of schools' engagement with Yachting New Zealand's environmental strategy	<p>Work with S&A Project Lead, 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>
6. Coordinate the implementation of Yachting New Zealand's environmental strategic objectives	<p>Implementing programmes and supporting clubs to engage with environmental strategic objectives, including the Clean Club programme</p>
7. 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 contributing 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 national sport development director

Desired attributes:

- Commitment to the principles of Tiriti o Waitangi and to understanding Tikanga and te Reo Māori
- An 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 communication and 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