

Job Title	Yachting New Zealand – Office and Sailing Administrator
Reports to	Yachting New Zealand National Sport Development Director
Direct Reports	N/A
Relationships	YNZ members, boat owners, YNZ committees, staff, public
Contract Type	Fulltime
Date Ratified	12/09/22

The role:

- Provide a friendly, professional service to everyone who enquires about Yachting New Zealand and sailing or boating in New Zealand
- Office administration duties to ensure Yachting New Zealand's headquarters runs in an efficient manner
- Administer the Yachting New Zealand national yacht register
- Administer Yachting New Zealand's handicapping systems (including technical support)
- Provide administrative support to the Yachting New Zealand Cruising, Inshore and Offshore Racing Committee (CIORC)
- Administer the national programme of race officials training and accreditation
- Administer the national events system
- Provide administrative support to the Yachting New Zealand Race Officials Committee

Outputs of the role:

Key Accountabilities	Comments / Outputs
Office Administration	
1. Front of house	<ul style="list-style-type: none"> • Be the first point of contact for guests to Yachting New Zealand and for general enquiries
2. Office administration	<ul style="list-style-type: none"> • Manage office equipment and office supplies to enable staff to work in an efficient manner • Book domestic flights, accommodation and rental cars
3. Administrative support	<ul style="list-style-type: none"> • Assist clubs with the affiliation process and oversee data management • Support various departments with administrative work
4. Health and safety warden for the office	<ul style="list-style-type: none"> • Maintain the health and safety employee handbook • Provide H&S inductions for staff
CIORC Administration/National Yacht Register/Handicaps	
5. Administer the national yacht register	<ul style="list-style-type: none"> • Process new vessel registrations and change of ownership • Provide support to maintain and update the Yachting New Zealand CRM
6. Handicap systems	<ul style="list-style-type: none"> • Administer Yachting New Zealand's national handicapping and rating systems, including PHRF and IRC • Liaise with yacht clubs regarding yacht handicaps and race results systems
7. Administrative support to the Yachting New Zealand Cruising, Inshore and Offshore Racing Committee	<ul style="list-style-type: none"> • Arrange meetings, agendas and meeting papers, take minutes and take any appropriate actions
8. Technical support for yacht registrations and handicapping on the Yachting New Zealand website, CRM and PHRF portal	<ul style="list-style-type: none"> • Provide a point of contact for enquiries relating to handicapping, vessel registration, handicaps and CIORC

Race Officials Administration/Training/National Events/Appeals

9. Provide administrative support to the YNZ Race Officials Committee	<ul style="list-style-type: none">• Help arrange and conduct Race Officials Committee meetings
10. Administer the national and international race officials qualification scheme	<ul style="list-style-type: none">• Oversee the appointment of race officials in line with YNZ regulations.
11. Administer the national events system and national event review panel	<ul style="list-style-type: none">• Ensure national events are managed in line with the Yachting New Zealand regulations• Provide administrative support to the national event review panel and Race Officials Committee
12. Administer the YNZ appeals process	<ul style="list-style-type: none">• Ensure appeals are processed in a structured and timely manner
13. Assist with the organisation of nationwide seminar programmes for race officers, judges and umpires	<ul style="list-style-type: none">• Help coordinate facilitators, venues, logistics, materials and budgets and keep a record of attendance• Ensure facilitators are upskilled as required

Other

- Provide administrative support to Sponsor and High Performance Administrator, National Sport Development Director, High Performance Director, CEO and other staff as required
- Maintain high-quality documentation and provide 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 CEO

PERSON SPECIFICATION**EXPERIENCE:**

- Experience in administration and customer service
- Knowledge of boats/sailing and involvement with yacht club activities
- Proficient in MS Outlook and the MS Office suite
- Experience using databases (Microsoft Dynamics 365 preferred) and website CMS is preferable

KNOWLEDGE:

- Knowledge of not-for-profit sports organisations and yacht clubs
- Sound project management 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 competitive aspects of sailing and the procedures involved with this

SKILLS AND ATTRIBUTES:

- Highly organised and thinks laterally
- Strong interpersonal skills and ability to work with internal and external stakeholders
- Strong communication skills, both written and verbal
- Honest, high standards of integrity
- Excellent time management skills
- Ability to manage multiple tasks and projects to meet deadlines
- A background in sailing and an understanding of the sport is preferable