

POSITION DESCRIPTION



Position title:	Yachting New Zealand regional development, governance and advocacy manager
Reports to:	National sport development director
Direct reports:	Nil
Principal relationships:	<p>External: Sailing and boating clubs, regional associations, class associations, Yachting New Zealand members, schools, funders, regional sports trusts</p> <p>Internal: Yachting New Zealand staff and contractors</p>
Main purpose of the position:	<p>The role: Advocate on behalf of clubs and Yachting New Zealand interests, support clubs in managing their space and place with various councils and organisations and offer technical advice on governance and leadership.</p> <p>Develop and maintain positive relationships with Yachting New Zealand members in the designated region, promote Yachting New Zealand programmes, and support clubs to engage with their local communities.</p>
Measuring success:	<ul style="list-style-type: none"> • Timely and accurate reporting on engagement and progress goals. • 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:

<p>Governance and advocacy</p> <ul style="list-style-type: none"> • Advocate on behalf of clubs, members and Yachting New Zealand interests. • Support clubs managing their space and place with councils, regional councils, Department of Conservation (DOC), ports and other local government and regulatory bodies. • Offer technical advice around constitutions, insurance, legislation for incorporated societies, and relevant governance queries. • Create tools and share best practice advice on club governance and leadership.
<p>Regional development</p> <ul style="list-style-type: none"> • Develop and maintain positive and trusted relationships with Yachting New Zealand members - clubs and class associations. • Promote, guide and coordinate clubs' access to Yachting New Zealand programmes and resources e.g. RŪNĀ, Learn to Sail, Clean Club, volunteers training, coaches and officials training, health and safety and risk management. • Support member clubs' participation, growth and other goals through providing advice and sharing best practice ideas. • Act as communication conduit for Yachting New Zealand and promote club stories and events to be shared across Yachting New Zealand platforms. • Recognise and acknowledge New Zealand's biculturalism, Te Tiriti o Waitangi and our cultural diversity. • Promote and support initiatives that enhance equity, diversity, and inclusion within the sailing community.
<p>Administration</p> <ul style="list-style-type: none"> • Monthly reporting to Yachting New Zealand national sport development director. • Provide input as required to Yachting New Zealand strategic and annual planning.

- Update the Yachting New Zealand database records where required.
- Provide support to Yachting New Zealand with survey returns and other information collection.

Experience and knowledge:

Essential:

- Highly experienced in governance, business, or organisational leadership.
- Knowledge of local government, insurance, and policy documentation.
- Experience working in or with clubs and/or volunteer networks.
- Understanding of New Zealand's biculturalism, Te Tiriti o Waitangi, and cultural diversity.

Desirable:

- Relevant tertiary qualification (e.g. law, business, finance).
- Relevant experience working in local government.
- Experience in and passionate about sailing.
- Experienced managing and delivering projects.

Skills and attributes:

Management capabilities:

- Ability to understand and discuss Yachting New Zealand's goals and strategies.
- Self-managing, time-efficient, reliable and proficient.
- Ability to deliver professional reports and documents in a timely and succinct manner.

Relationship management and communication:

- An ability to communicate clearly both verbally (to small and large groups) and written.
- Ability to inspire confidence and trust.
- An ability to effectively work with a wide range of people in all situations.
- An ability to form successful relationships with stakeholders.
- An ability to work cohesively with the wider Yachting New Zealand team.

Personal attributes:

- Relates well to others.
- Has a growth mindset and an eagerness to improve their knowledge.
- Outgoing personality.
- Punctual, careful and safety conscious.
- Possesses a "can-do" attitude, is self-sufficient and environmentally aware.
- Team player.
- Ability to work remotely.
- Creative problem solver.
- Capacity to understand the "bigger picture".
- Honest, high standards of integrity.