

POSITION DESCRIPTION



Position title:	Yachting New Zealand regional development, safety and compliance 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, Yachting New Zealand's cruising, inshore, offshore racing committee (CIORC).</p> <p>Internal: Yachting New Zealand staff and contractors.</p>
Main purpose of the position:	<p>The role:</p> <p>To provide safety and technical guidance to yacht clubs, yacht and boat owners. Support yacht inspectors across New Zealand to carry out inspections to current good practice levels.</p> <p>Oversee the Yachting New Zealand safety boat management system, develop and administer safety boat training systems, and create community safety development tools and advice for boat owners and skippers.</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:

Safety and compliance

- Manage safety inspectors
 - Coordinate the yacht inspector advisory panel (including input from Maritime NZ) to discuss and provide guidance to Yachting New Zealand on safety and technical issues.
 - Oversee two-yearly renewal of safety inspector agreements and review inspector standards.
 - Appoint and induct new inspectors (including mentoring/partnering inspectors as required).
 - Oversight of inspection process, systems and reporting.
- Maintain the Yachting New Zealand Safety Regulations of Sailing.
- Administer Yachting New Zealand safety boat management system for clubs.
- Develop and administer Yachting New Zealand safety boat skipper training system – trainer development and safety boat skipper course.
- Create community safety development tools/advice for boat owners and skippers (persons in charge) using category 4-5 – local club racing.
- Run coastal personal safety seminars and train regional presenters.

Regional development

- Develop, 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.
- Promote and support initiatives that enhance equity, diversity, and inclusion within the sailing community.
- Recognise and acknowledge New Zealand's biculturalism, Te Tiriti o Waitangi and our cultural diversity.

Administration

- Monthly reporting to Yachting New Zealand's national sport development director.
- Provide input as required to Yachting New Zealand strategic and annual planning.
- Update the Yachting New Zealand database records as required.
- Provide support to Yachting New Zealand with survey returns and other information collection.

Experience and knowledge:

Essential:

- Extensive safety knowledge gained via commercial or recreational training.
- Extensive experience in keelboat, dinghy sailing and use of small powerboats.
- Experience working in or with clubs and/or volunteer networks.
- Understanding of New Zealand's biculturalism, Te Tiriti o Waitangi, and cultural diversity.

Desirable:

- Experience managing and delivering projects.
- Experience in governance, business or organisational leadership.

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.