

## POSITION DESCRIPTION

<b>Position title:</b>	<b>Yachting New Zealand regional development and sustainability manager</b>
<b>Reports to:</b>	<b>General manager community and development</b>
<b>Direct reports:</b>	<b>Nil</b>
<b>Principal relationships:</b>	<p><b>External:</b> Sailing and boating clubs, regional associations, class associations, Yachting New Zealand members, schools, funders, regional sports trusts, strategic partners and stakeholders.</p> <p><b>Internal:</b> Yachting New Zealand staff and contractors.</p>
<b>Main purpose of the position:</b>	<p><b>The role:</b></p> <p>This role is responsible for coordinating and leading the delivery of Yachting New Zealand's environmental sustainability strategic objectives, driving meaningful action across the organisation and supporting clubs to embed sustainable practices.</p> <p>Develop and maintain positive relationships with Yachting New Zealand members in the Auckland and Waikato region, promote Yachting New Zealand programmes, and support clubs to engage with their local communities.</p>
<b>Measuring success:</b>	<ul style="list-style-type: none"> <li>• Timely and accurate reporting on engagement and progress goals.</li> <li>• Positive results in club and stakeholder surveys.</li> <li>• Visibility at club level.</li> </ul>

## Duties and responsibilities

The position includes the following duties and responsibilities, and any duties and responsibilities reasonably incidental to those:

<p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Champion the implementation of Yachting New Zealand's environmental sustainability strategic objectives across the organisation.</li> <li>• Lead and support club engagement with environmental goals through the revitalisation of the Clean Club programme – encouraging active participation and innovation, plus inspiring long-term commitment to sustainability.</li> <li>• Build and maintain strong partnerships and networks within the environmental and sustainability sectors.</li> <li>• Provide guidance and support for RŪNĀ club sustainability initiatives, helping clubs and wider communities take meaningful action.</li> <li>• Promote and celebrate best practices, showcasing success stories to encourage wider adoption and recognition.</li> </ul>
<p><b>Regional development</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain positive and trusted relationships with Yachting New Zealand members - clubs and class associations.</li> <li>• 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.</li> <li>• Support member clubs' participation, growth and other goals through providing advice and sharing best practice ideas.</li> <li>• Act as communication conduit for Yachting New Zealand and promote club stories and events to be shared across Yachting New Zealand platforms.</li> <li>• Recognise and acknowledge New Zealand's biculturalism, Te Tiriti o Waitangi and our cultural diversity.</li> <li>• Promote and support initiatives that enhance equity, diversity, and inclusion within the sailing community.</li> </ul>

#### **Administration**

- Monthly reporting to Yachting New Zealand's general manager community and development.
- 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:*

- Relevant qualification or extensive practical experience in environmental sustainability, with a strong track record of implementing sustainability initiatives
- Strong understanding of environmental frameworks, climate action strategies, and sustainable development principles.
- Understanding of New Zealand's biculturalism, Te Tiriti o Waitangi, and cultural diversity.
- Experience working in or with dinghy sailing clubs.
- Excellent communication and engagement skills, with the ability to inspire and mobilise clubs and communities.
- Project management experience, including planning, implementation, and evaluation of strategic initiatives.

##### *Desirable:*

- Experience building and managing partnerships with environmental organisations, community groups, and stakeholders.
- Experience in and passionate about sailing.
- Project management experience, including planning, implementation, and evaluation of strategic initiatives.
- 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.