



Position Description

POSITION TITLE: Regional Sports Co-ordinator - Upper South Island
Permanent - 40 hours per week

LOCATION: Christchurch

REPORTS TO: RSC Director

DATE: December 2021

BACKGROUND

Special Olympics New Zealand (SONZ) helps people with an intellectual disability to participate in sports training and competition in secondary schools and clubs throughout New Zealand. The ultimate goal of the Special Olympics movement is to help people with an intellectual disability participate as productive and respected members of society by offering them a fair opportunity to develop and demonstrate their skills and talent through sports training and competition, and by increasing the public's awareness of their capabilities and needs.

Mission	Our mission <i>Our mission is to provide quality year-round training and competition in a variety of sports for all children and adults with an intellectual disability, giving them opportunities to develop physical fitness, demonstrate courage and participate in sharing life skills and friendships with their families, other athletes and the community.</i>
Vision	Our vision <i>People with intellectual disabilities in Aotearoa are valued.</i>
Purpose	Our purpose <i>To enrich the lives of people with an intellectual disability through sport.</i>

POSITION PURPOSE

The overarching purpose of this position is to deliver and support Special Olympics activity in the Upper South Island region, via the clubs and schools programmes.

The RSC will need to build relationships in schools to plan and deliver regular, meaningful in school sporting skills and activity to students with an intellectual disability. They will co-ordinate the running of school sports events that provide further opportunity for students to participate. The RSC should foster these relationships to support the transition of students into the local Special Olympics clubs.

The RSC is responsible for being the key source of SONZ support and contact for an identified number of Special Olympics clubs in the Upper South Island region, assisting them to be as successful and sustainable as possible. A high level of proactive communication and a regular pattern of face-to-face meetings and engagement is expected with clubs in order to adequately fulfil this role. The RSC will need to be flexible in their working style to ensure the club needs are best met while also delivering on organisational goals and expectations. The role will require domestic travel around the Upper South Island region and some weekend and evening hours.

KEY FUNCTIONS OF THE ROLE

1. Strategic Relationships

- Reports to the RSC Director, and liaises with the Sports Director and local organisations to ensure clubs receive appropriate guidance and information on sports, training, competition, coaching, athlete development and event management.

2. Planning

- Develops written annual sports plans, including a calendar of high-quality activities and events.
- Works with the RSC Director to ensure clubs receive appropriate guidance and information to assist with the recruitment, retention, and reward of volunteers; and ensure robust schools and junior programmes in their region.
- Works alongside the Sports Director to identify areas of coach development for the local coaches.
- Works with the Upper South Island Regional Council to ensure co-ordination of regional programmes and events.
- As appropriate, acts as a communications link from clubs, schools and the Upper South Island Regional Council to National Office and the Board of Trustees.
- Uses appropriate means to help raise awareness of Special Olympics New Zealand and its programmes across the region.

3. Operational Excellence

- Assists local clubs, satellite groups and schools to achieve athlete, volunteer and sports growth targets.
- Facilitates programme and event management by local clubs.
- Coordinates and delivers in-school sports training, skills and activities leading to the delivery of school events in the Upper South Island.
- Identifies athletes and volunteers to develop as sports officials and works with the Sports Director to facilitate development opportunities.
- Undertakes a formal event evaluation process for all regional level events.

- Contributes to the selection and preparation of athletes representing New Zealand at international events.
- Works with clubs to ensure all volunteers complete the online foundation and development coach courses to support the volunteers in the work that they do with the athletes.
- Contributes towards a zero-harm culture. To ensure all activity, events and engagement adheres to minimum health and safety protocols.

4. Additional Special Olympics Programmes

- Assists with the co-ordination of Healthy Athlete Programme activities initiated by the Events Director.
- Supports local clubs and the Regional Council to develop opportunities, within the clubs and the wider communities, for athletes who are part of the Athlete Leadership Programme.
- Works on specific projects and events as directed by the RSC Director or Senior Management Team.

5. Administration

- Reviews athlete information, identifies the number of athletes currently involved and the number needed in each sport to meet annual growth targets.
- Ensures that appropriate sport-specific information is available and up to date for athletes, parents, schools, and volunteers.
- Ensures that event results are loaded into the Games Management System (GMS) and if required work with other SONZ staff to do this within the required timeframe.
- Completes monthly KPI reporting.
- Be a positive contributor to the SONZ culture.

AUTHORITIES

Contractual Commitments and General Expenditure:

The CEO may approve delegated authority limits for the RSC through the RSC Director.

PERSON SPECIFICATION

QUALIFICATIONS

- Related qualifications or experience in sports administration and/or teaching and/or event management.

KNOWLEDGE AND EXPERIENCE

The ideal appointee must have:

- Desired experience in sports administration, coaching and/or relevant teaching and/or event management.
- Experience in maintaining positive and productive working relationships.
- Sound customer service experience.
- A can-do attitude
- Ability to be innovative within core business delivery.
- Ability to think "outside the square".
- Ability to work autonomously within a wider team structure.
- A full and clean driver licence.

The ideal appointee would preferably have:

- Experience in supporting people with an intellectual disability to achieve their goals.
- Experience with people working in voluntary organisations.
- Knowledge of Special Olympics New Zealand and an understanding of the sports sector.
- Some understanding of the barriers and challenges for people with disabilities.

SKILLS

The ideal appointee should have:

- An understanding of sport and the ability to adapt activity to meet the needs of the athletes.
- Excellent oral and written communication skills.
- Excellent inter-personal skills and the ability to negotiate and influence.
- Ability to juggle various demands and meet deadlines.
- Analytical skills, judgment, and decisiveness.
- Excellent computer literacy and working knowledge of the Microsoft Office suite of products.

PERSONAL ATTRIBUTES

The ideal appointee must be able to demonstrate:

- A passion for excellence and a commitment to high standards.
- Integrity, loyalty to the organisation and a commitment to organisational objectives.
- A genuine customer service focus, both internal and external.

- A proactive, open-minded and consultative approach to work.
- Initiative, judgment, and ability to solve problems.
- Ability to accept responsibility and self-manage.
- Ability to work under pressure with an achievement focus.

KEY RELATIONSHIPS

1. External

- Special Olympics Clubs and Regional Council.
- Secondary Schools in the Upper South Island.
- Regional Sports Trusts.
- Regional Sports Organisations.
- Grant funders.

2. Internal

- All SONZ staff.

KEY NOTES

- a. Given the nature of sport, this role will be required at times to work out of normal business hours including evenings and weekends.
- b. You will work with your manager to proactively manage any out of hours work and taking time in lieu within two weeks of the hours having been incurred.
- c. This role will require domestic travel within the Upper South Island Region, and from time to time to Wellington to engage with the wider SONZ staff/network.
- d. Given the nature of this role and its target audience, it is expected that leave of more than three days is taken during school holidays, unless permission is granted by the RSC Director.