



## JOB DESCRIPTION AND SELECTION CRITERIA

### **HEAD OF DELEGATION (HOD)**

As the Head of Delegation (HOD) for the Special Olympics New Zealand (SONZ) World Winter Games Team competing in Torino in 2025, you will play a pivotal role in the success of our delegation. This is a voluntary position that will support SONZ to prepare and lead the delegation to the World Winter Games.

#### **General Responsibilities**

- Attend and represent Special Olympics New Zealand (SONZ) as the HOD during snow camp activities.
- Collaborate with the Sports Director to assist in the selection and management of athletes and team members.
- Work as part of the WWG project team, attending monthly planning meetings leading up to the team's departure (mainly via zoom, but some may be in person in Wellington) and potentially the HOD Conference in Italy (date to be confirmed).
- Undertake and deliver on all key milestone activity and responsibilities as agreed in the monthly WIP project meetings.
- Actively participate in fundraising activities to support the team's participation.
- Work with the project manager to understand overall budget parameters, financial management and processes for the team's inclusion in the Games.
- Take overall responsibility for the welfare and well-being of the team, from assembly before departure to dispersal upon returning to New Zealand, providing round-the-clock support.
- Ensure the safe movement and behavior of the delegation during the overseas trip and adhere to all financial matters during the tour.
- Maintain a good understanding of the Special Olympics Coach and Athlete Codes of Conduct.
- Coordinate and effectively communicate with various stakeholders, including team members, Local Organising Committee (LOC) staff, Special Olympics (SOI) staff, visiting dignitaries, family members, and media.
- Develop an athlete centred team culture and lead the coaching team, ensuring key responsibilities are delivered.
- Submit a written report and complete all evaluation procedures and financial accounting within one month of returning home.
- Develop and implement the Risk Management Plan for the World Winter Games and promptly inform the CEO of Special Olympics New Zealand of any situations or crises that may negatively impact the team or participants.

## During the Official Games Period

- Responsible for the overall management of the SONZ delegation.
- Communicate with SONZ staff and ensure they are aware of any important information, including key event updates, programme changes, H&S, results, and unbudgeted financial implications.
- Coordinate check-in at official accommodation and oversee room assignments and the distribution of room keys for the delegation.
- Ensure cleanliness, safety, and security of the accommodation. Ensure no unauthorised visitors in athlete accommodations.
- Ensure that all delegation members receive their official accreditation and wear it as required, understanding that it may be revoked if misused.
- Attend all HOD meetings and communicate information from these meetings to delegation coaches.
- In partnership with SONZ act as the team key spokesperson for event management and media.
- Work with SONZ Media and Communications staff and support with any requested media requests and communications plan on athlete results, whānau and club updates.

## To be considered for this role, you should meet the following criteria:

- Be an active member of Special Olympics with Regional and National Games experience and hold a valid police check.
- Must be an advanced skier or snowboarder and understand all Snowsports safety protocols.
- Hold or be able to obtain a New Zealand Passport and be willing to attend selection and training camps.
- Possess the experience and confidence to handle various aspects of the tour, including emergencies, medical situations, personnel issues, and health concerns.
- Be physically fit and able to manage up to four weeks of travel with long days and full responsibility for all team members.
- Hold a current first aid certificate with competence in Basic Life Support.
- Have a proven record of working with individuals with intellectual disabilities.
- Be a strong and effective communicator.
- Demonstrate the ability to handle crisis situations calmly and efficiently.
- A driver's license would be desirable.
- Can commit to completing the Participant Protection Online module via Sport NZ.

This position offers a unique opportunity to represent Special Olympics New Zealand on the global stage and contribute to the success and well-being of our athletes during the World Winter Games in Torino, 2025.