



COMMUNITY SPORT ADVISOR

JOB DESCRIPTION

BUSINESS UNIT	Community Sport
REPORTS TO	Community Sport Manager
LOCATION	Sport Whanganui office
HOURS OF WORK	Full time 40 hours a week
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • C.E.O • General Manager • Community Sport Manager • Business Manager • Young People Lead • Insights Lead Advisor • Community Sport Team • Health Team
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • National, regional and local sport organisations • Regional stakeholders

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- Regional Iwi
 - District Councils
 - Pacific Island communities
 - YMCA
 - Church Groups
 - Private providers

ABOUT SPORT WHANGANUI

Sport Whanganui are a Charitable Trust governed by a Board of Trustees and managed by a CEO. As one of 14 Regional Sports Trusts (RST) nationally we geographically cover the Rangitikei, Ruapehu and Whanganui districts. Sport Whanganui are funded through regional contracts (Sport NZ, MoH, MSD) as well as securing sponsorship and funding applications.

Sport Whanganui's Vision: *To be an active community participating in sport and recreation*

Sport Whanganui's Purpose: *To lead collaboration to promote physical activity.*

Sport Whanganui's Strategic Outcomes 2016-2020:

1. Community Centered – Put the community at the heart of our decisions and actions.
2. Organisational Capability – Growing the capability of our sporting community.
3. Regional Development – Identify and develop opportunities to grow sport and recreation.

Sport Whanganui's Guiding Ethics/Values:

Attributes – Innovative, finishers, walk the talk, focused, organised, compassionate, timeliness, professionalism, passionate

Structure - Management by coaching philosophy, equality, clear agendas, round table meetings, interactive team, clear plan, open plan environment, minimal hierarchy

Behaviour – Encouragement, empowerment, ownership, enthusiasm, respect, open mind, team work, supportive, trust, commitment, positivity

Language - The team, we are all in this together, we need everybody's input, how can we make this fun?, how can I contribute?, this is an awesome challenge, what do you think?, I feel like.

PURPOSE OF ROLE

The Community Sport Advisor – Targeted Communities role has been developed to work with, support and develop targeted communities. The Sport Whanganui Insights system has identified and will continue to identify community groups to which this role will support; community groups may include but not be limited to non-participants, geographic areas, Maori, Pacific Island, girls/women and athletes with disabilities.

Directed by the Community Sport Manager the Community Sport Advisor – Targeted Communities position will work with community groups to co-design Support/Development plans in order to raise participation levels; thereafter manage and support implementation and evaluation of impact.

A major focus for the Community Sport Advisor – Targeted Communities position is to develop relationships and implement strategies to which will be crucial in continuation and building of a vibrant sport system.

STRUCTURE

The Community Sport Advisor – Targeted Communities position sits within the Community Sport Team and will collaboratively be responsible for the successful implementation of the Sport Whanganui Strategic Plan. The position will report directly to the Community Sport Manager who will supervise the overall work program.

KEY AREAS OF RESPONSIBILITY

- Support targeted organisations to strengthen, develop and become more capable and confident providers of quality participation opportunities.
- Assist in the creation and implementation of Support/Development Plans in conjunction with National Sport Organisations (NSO's), Regional Sport Organisations (RSO's), Clubs, Councils, Schools and community groups.
- Where possible, link development plans to Kiwi Sport objectives to achieve the key objectives: More Kids, More Opportunities, and Better Skills.

- Gather Insights to inform decisions and planning; with evaluation measures in place.
- Work with a portfolio of identified organisations co-designing Support and/or Development plans.
- Work with a portfolio of identified organisations to implement and manage Support and/or Development Plans.
- Work as part of the Sport Whanganui Community Sport Team on projects and events as guided by the Community Sport Manager.

KEY ATTRIBUTES REQUIRED / PREFERRED

Essential

- Understanding and ability to work at leadership, advocacy and influencing levels
- Self-motivated and strong ability to self-manage
- Experience leading projects
- Understanding of Treaty of Waitangi and Iwi protocols
- Experience working within/across diverse communities
- Ability to create and contribute to a high energy, positive and high trust culture
- High level organisation and time management skills
- Strong ability to multi-task and prioritise
- Excellent communication skills
- Report writing and evaluation experience
- Full driver's license

Desirable

- Higher level qualification in sport, education or health and/or experience within
- Experience working with Youth/at risk Youth
- Experience in evaluation of projects

KEY TASKS	RESPONSIBILITIES	OUTCOMES	KPI's
Community Sport	<p>Work in conjunction with the Community Sport Team to support targeted sport and recreation communities.</p> <p>Develop and implement plans with targeted sport and recreation communities</p> <p>Assist with the development of new initiatives for targeted communities.</p>	<p>Community insights plan is in place</p> <p>Support for targeted communities has been provided for all the agreed initiatives.</p> <p>Specific sport development plans for targeted communities, RSO's, clubs and schools have been implemented, monitored and evaluated.</p> <p>Appropriate initiatives have been put in place with targeted communities within the region.</p> <p>Initiatives are being delivered collaboratively with measures in place to ensure regular feedback on value and effectiveness.</p>	TBA
School / ECE Connection	<p>Work in partnership with the Young People Lead to improve participation outcomes for young people.</p> <p>Facilitate partnerships and cooperation within schools to improve participation in sport and recreation.</p>	<p>An increase in local and regional sports community participating in sport and recreation on a regular basis.</p> <p>Strong partnerships and cooperation with identified local schools exist.</p>	TBA

Planning and Leadership	<p>Assist in the preparation of an individual work plan</p> <p>Work closely with the Young People Lead to ensure consistency of delivery at a local and regional level.</p> <p>Have appropriate resources and systems in place to manage and guide all physical literacy practices.</p> <p>Evaluation of impact is considered and prioritise</p>	<p>An annual work plan has been completed in consultation with the Community Sport Manager and General Manager</p> <p>All delivery is aligned with the Community Sport Team to ensure consistency and efficiency in delivery at a local and regional level.</p> <p>Collect insights that will inform what resources and systems are required to that ensure stakeholders are supported.</p> <p>Evaluation system in place</p>	<p>TBA</p>
Programme Implementation	<p>Support the implementation of physical literacy programmes with regional sports providers.</p> <p>Support the coordination of a range of physical literacy programmes as outlined in the Young Persons Plan.</p>	<p>Physical literacy resources and plans for schools and sports clubs have been implemented, monitored and evaluated.</p> <p>Physical literacy programmes are being delivered effectively to all client groups throughout the year with measures in place to ensure regular feedback on their value and effectiveness.</p>	<p>TBA</p>
Resource Development	<p>Develop resources to meet the identified needs and requirements of targeted communities within the region.</p> <p>Link with both national and regional sport and recreation providers.</p>	<p>Appropriate quality resources for targeted communities have been developed and are updated as required.</p> <p>Resources reflect best practice and to link to other regional and national providers.</p>	<p>TBA</p>

Communication and Promotion	Market and promote Sport Whanganui throughout Ruapehu, Rangitikei and Wanganui.	Regular communication has taken place with all identified stakeholders. Sport Whanganui's vision and purpose have been actively promoted to the local and regional community.	TBA
Professional development	Identify and attend relevant professional development opportunities.	Relevant professional development opportunities have been attended as per personal development plan and reports submitted to the General Manager and CEO.	TBA
Projects	Undertake special projects approved by the Community Sport Manager/General Manager.	Any negotiated special projects have been planned and budgeted for.	TBA