



RANGATAHI LEAD

Position Description

Business Unit	Community Sport
Reports to	Active Communities Manager
Hours of Work	40 hours per week, predominately Monday to Friday

Key Internal Relationships:

- C.E.O
- Active Communities Team
- Corporate Business Manager
- Active Wellbeing Team
- Hal Team

Key External Relationships

- Secondary school Sports Coordinators, Principals, and Y.E.S.S students
- Active Recreation providers
- Sport New Zealand
- Youth Organisations
- Regional Councils
- National and Regional stakeholders, sponsors, and partners.

About Sport Whanganui

Sport Whanganui is a Charitable Trust governed by a board of trustees and managed by a Chief Executive Officer. As one of 17 regional Sports Trusts (RST) nationally servicing our geographical area of Rangitīkei, Ruapehu and Whanganui. Sport Whanganui are funded through various regional contracts (such as Sport NZ, Te Whatu Ora) as well as securing sponsorship and funding applications.

Sport Whanganui's Vision

Active, healthy, and connected communities.

Sport Whanganui's Purpose

To activate, connect and strengthen our communities to support and enhance their health and wellbeing.

Sport Whanganui's Strategic Outcomes

Activate the Future / Whakahohe – NEW REACH, NEW MODES, NEW PLACES. Support our communities to try new things, in new ways, by creating new opportunities and partnerships across our region.

Strengthen the Core / Whakapakari – ACTIVE FOR LIFE, SUPPORTING OUR FOUNDATION. Empower our community to think differently and create a strong future that supports people to be active, healthy, and connected.

Connect our Community / Hononga – STRONG RELATIONSHIPS AND PARTNERSHIPS, DIVERSITY AND REPRESENTATION. As our diverse communities continue to change, we will build meaningful relationships and partner with people and organisations to extend our reach and impact.

Purpose of Role

The Rangatahi Lead role overseas relationships and engagement with secondary schools. The key purpose of the Rangatahi Lead is to **increase the number of rangatahi participating in sport at/and for secondary schools in their region**. They will have mana and credibility in the secondary school environment, and a strong understanding of the opportunities sport offers to schools.

The objective of this role is to provide advocacy, leadership, and influence to:

- Activate, strengthen, and connect communities.
- Contribute to the Active Communities team to improve community health and wellbeing.
- Work in partnership with the secondary school community.

This will be achieved through four focused areas:

- Competition management and delivery.
- Supporting the school sport workforce and leadership.
- Using insights to meet the changing needs of rangatahi, and
- Leveraging existing good practice in sport development for the benefit of schools.
- The Rangatahi Lead will report directly to the Active Communities Manager who will supervise their overall work program.

Accountabilities and Responsibilities

Planning and Leadership

- Act as a conduit between stakeholders to support the successful delivery of agreed projects, programs, and events.

- Provide regional leadership to activate, strengthen and connect regional sport organisations and secondary schools.
- Demonstrate leadership behaviors in all that you do, including inspiration, vision, courage, and integrity.
- Operate from a shared values base, role model and demonstrate behaviors consistent with those values.
- Engage with the community to identify opportunities, undertake needs assessments, and develop programs and events to increase secondary school participation.
- Improve and enhance the opportunities and experiences for rangatahi to be physically active.
- Develop effective systems, programs, events, and initiatives that support secondary schools and their community to understand and meet the needs of rangatahi.
- Provide opportunities to improve partners knowledge and understanding of the Balance is Better principles.
- Support and advocate for equity, diversity and inclusion for woman and girls, minority groups and those with disabilities.
- Priority to improve participation in sports in every local secondary school

Competition Management and Delivery

- Sanctioning and overseeing the delivery of a calendar of quality sports events and opportunities that provide meaningful experiences for the maximum number of rangatahi throughout their school years, and that incorporate the principals of Balance is Better.
- Develop appropriate resources and systems to manage and guide all physical literacy/ Balance is better principals as part of school and community events.
- Develop resources to meet the identified needs and requirements to lead quality events.
- Complete event planning in a timely & effective manner.
- Prioritise and manage workload to ensure tasks are carried out efficiently.
- Maintain relationships with sponsors, iwi, contractors & major stakeholders.
- Manage and update budgets regularly in partnership with the Business Operations Manager.
- Demonstrate a "customer first" culture when dealing with Participants and spectators.
- Manage social media, event newsletters and website by following the Marketing Plan and working alongside our Marketing and Communications Team.
- Ensure all health and safety requirements are met and the wellbeing of participants and spectators is prioritised.

Relationships and Community

- Provide advocacy and support for school sport staff, school management, sport volunteers and community sport organisations to ensure school sport offerings meet the changing needs of rangatahi, result in increased participation and highlight the value of sport to rangatahi and the education setting.
- Develop, build, and maintain effective and cooperative relationships with sport organisations and secondary school communities.
- Unlock new partnerships and influence sector partners to implement new participation opportunities ideally aligning and utilising the Tu Manawa activation fund.
- Update the database of key sport and secondary school leadership, influencers, and stakeholders.
- Provide advice on alternative sources of funding and resources to support sport organisations and secondary school initiatives.
- Support sport organisations and secondary schools to prepare funding applications from external and internal sources including NZCT and gaming trusts.

Insights and Support Systems

- Collect, use, and share insights from research, and rangatahi themselves, to ensure sport offerings in schools is inclusive, and will continue to meet the needs of all rangatahi throughout their school years.
- Use insights to identify barriers to participation, opportunities, and priorities.
- Keep abreast of changes across the network and proactively provide key stakeholders with information and insights to support their organisations.

Teamwork and Collaboration

- Identifying constraints and opportunities for sport in schools, communicating these to wider sport sector, and ensuring sport sector initiatives are well integrated into the secondary school setting.
- Positively contribute to and support the implementation of opportunities for rangatahi to participate in secondary school sport.
- Work closely with and connect with other relevant teams across Sport Whanganui to ensure an integrated approach.
- Work collaboratively with the regional sports organisations and secondary school networks.
- Role model Sport Whanganui values and standards.
- Ensure your on-going professional development in agreement with your Line Manager.
- Demonstrate an understanding of and actively contribute to Sport Whanganui's vision, strategic plan, and values.
- Contribute to our culture that is focused on learning and is characterised by respect, inclusion, cultural competency, and collaboration.
- Proactively contributing to special projects when required.
- Actively contribute to the team by looking out for others, supporting, and empowering them.
- Actively support and role model a one team organisational approach.
- Complete all necessary reporting and other associated administration.
- Mitigate and openly communicate any possible risks or incidents that have the potential to bring a Regional Sports Trust, Sport New Zealand and/or invested partners into disrepute.

Te Tiriti o Waitangi

- A commitment to personal development of Māori Tikanga, Te Reo, and knowledge of Te Ao Māori.
- Show leadership of commitment and strong understanding of Te Tiriti o Waitangi and the principals of partnership, participation, and protection.
- Establish and maintain effective professional relationships focused on the wellbeing of our staff and ultimately the community by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi.
- Continue to develop understanding of Te Tiriti o Waitangi, knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori.
- Demonstrate a commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context.
- Actively participate in the partnership with Mana Whenua and Māori.
- Ensure the Treaty of Waitangi and its principles of Partnership, Protection and Participation are acknowledged and reflected in the implementation of the initiative.

Health and Safety

- Take responsibility for your work environment; identify hazards and risks to ensure they are addressed.
- Ensure full understanding of workplace health and safety at Sport Whanganui.
- Ensure safe systems of work, including emergency procedures for all areas of responsibility.
- Ensure tasks and operations are risk assessed and have the appropriate control plans in place.
- Promoting & supporting safe working practices in Sport Whanganui
- Contributing to maintaining a safe and hazard free work environment by proactively identifying and reporting hazards.

Key Selection Criteria

Relationship building and management

- Effectively brings people together to achieve collective impact.
- Understands that opportunities come from building relationships and keeping them alive.

Influencing

Can find a common language to relate to the audience to influence and create change.

Communication

- Is approachable, open, and willing to listen.
- Is a strong presenter and can think creatively.

Collaborative leadership

Engages with a range of partners and organisations.

Co design and design thinking

Understanding of design thinking, co design or related fields and can apply to this work.

Data and Evaluation

Supports evidence informed practice.

Supports the team and community to draw on insights and analysis to make decisions.

Reflective Practice

Critically reflects on self, team and work and can adapt the work program, processes, and actions accordingly.

Risk Management

Can effectively manage reputational risk which may result from working with stakeholders.

Manages risk, escalates up and reports blockages when they occur.

Event / Project Management

Able to work on multiple projects effectively and facilitates engaging and inclusive consultation.

Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.

Personal Qualities and Expertise

The Sport Whanganui workforce are innovative and creative, and must exhibit the following mindsets and qualities:

- **People Focused** – Empathetic and supportive, act with integrity in all that you do. A personal commitment to social change and collaborative in positive and meaningful ways.
- **Action - orientated** – Curious, proactive and takes initiative, seizes opportunities, and acts upon them, resourceful and learns by doing, takes responsibility for own actions.
- **Adaptive** – Flexible and agile, open to new ideas, accepts changed priorities, has an experimental mindset, and recognizes the merits of different options and acts accordingly.
- **Open and Courageous** – Seek diverse perspectives and value difference, possess a growth mindset and courageous in actions.
- **Reflective and Strategic** – Can see the bigger picture; is reflective and can adapt to suit community needs. Is comfortable working within diverse communities.
- **Cultural Responsiveness** – Aware of the important place of indigenous leadership, strengthening relationships with mana whenua, and working in a bi-cultural context. Understands and knows when to seek support.

Qualifications / Experience

- 3-5 years' experience in sports and / or education industry with demonstrated experience and proven leadership skills in leading a diverse range of stakeholders.
- Proven ability to work individually and collaboratively as part of a wider team to develop and deliver on outcomes driven accountabilities.
- Demonstrated ability to develop and manage relationships, communicate with a wide cross section of organisations including individuals in a positive and constructive manner.
- Demonstrated ability to work independently and manage multiple tasks efficiently.
- Considerable experience in creating and implementing participation and / or development initiatives for young people.
- Knowledge and understanding of the inequities which exist for rangatahi and whanau to participate in sport.
- An understanding of Te Tiriti o Waitangi would be preferred.

Specialist Expertise / Preferred Knowledge and Experience

- IT / Computer literacy
- Valid NZ driver's license
- You must have the right to live and work in New Zealand.
- Previous engagement with the secondary school education sector

Commitment

- That it is a 40 hour a week position working from the main office.
- An appreciation that your wellbeing and family is a priority to support our balance of workplace ethos and professionalism
- To be part of an amazing team who support each other who work together to create an environment which is productive and fun