



Learning and Impact Advisor Kaitohotohu Whakaako

Location: Sport Whanganui Office

Reports to: Strategic Communications & Impact Lead

Hours of work: 0.8FTE (32 hours per week)

Key Internal Relationships

- C.E.O
- Strategic Communications & Impact Lead
- Corporate Business Manager
- Office Manager
- Media & Brand Support
- Active Communities Team
- Active Wellbeing Team
- HAL Team

Key External Relationships

- Sport New Zealand
- Funders
- Business Community
- Active Recreation providers
- District and 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 18 regional Sports Trusts (RST) nationally servicing our geographical area of Rangitikei, 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

Whanganui, Ruapehu and Rangitikei are the most active communities in the motu.

Sport Whanganui's Purpose

Activate, connect, and strengthen our communities to 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 Learning & Impact Advisor supports the planning, delivery, and continuous improvement of programmes, with a strong emphasis on measuring impact and embedding learning into project design and execution.

This role ensures that programmes and initiatives not only meet their objectives but also generate meaningful insights to ensure credible impact reporting and support strategic storytelling.

Key Responsibilities

Strategic Monitoring & Evaluation Support

- Work with management to clarify meaningful measures aligned to strategic goals.
- Work alongside delivery teams to clarify intended outcomes.
- Help design simple, fit-for-purpose evaluation approaches.
- Oversee data collection processes (quantitative and qualitative), ensuring quality and ethical standards.
- Support teams to understand why they are measuring what they measure.

Final strategic decisions remain with management. Delivery teams remain responsible for collecting and reporting their data.

Learning & Reflection Facilitation

- Support teams to interpret findings and feedback.
- Encourage adaptive practice and continuous improvement.
- Promote a learning-oriented culture.
- Apply learning from data and evaluations to refine and improve project delivery in real time.
- Document lessons learned and best practices.
- Support innovation through pilot initiatives and iterative program design

Reporting & Stakeholder Engagement

- Prepare high-quality reports for funders, partners, and internal stakeholders.
- Translate complex data into clear, compelling narratives and recommendations.
- Engage with donors, community stakeholders, and partners to communicate progress and findings
- Support grant reporting and compliance requirements.

Capability Building

- Develop and maintain systems for capturing and sharing knowledge across projects.
- Develop simple templates and guidance for evaluation and reporting.
- Promote consistency in evaluation practice and decision-making across the organisation.

Evidence Interpretation & Insight Support

- Work with the Digital Systems & Platforms Advisor to ensure agreed measures are technically supported.
- Interpret qualitative and quantitative evidence where needed.
- Support synthesis of findings for management discussions.
- Assist teams to translate evidence into reporting narratives.

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.

Environmental sustainability

- Support existing practices and contribute to the development of new business policies and procedures for Sport Whanganui that further develop the organisations commitment to environmental sustainability.

Key Outcomes

Success will look like:

- Clear and proportionate organisational measures.
- Reduced unnecessary data collection.
- Teams confident in articulating their outcomes.
- Evaluation approaches that are practical and sustainable.
- Credible, evidence-informed reporting.
- Learning conversations embedded in practice.

Person Specification

Be one of those people with the unique ability to connect, relate and respect others. Be strong in developing relationships and are a leader in establishing productive networks across sector groups. Instinctively think strategically and apply that thinking in practical ways. Be well practiced at spinning multiple plates at a time, i.e., you manage and deliver multiple projects with ease. Bring knowledge and experience of supporting communities to reach their aspirations. Know how to get it done!

Ideally applicants will have a tertiary qualification in a relevant field, and / or vast experience and a strong track record in information technology advancements and communication marketing.

Key Competencies

Essential

- Practical and solution focused.
- Clear communicator who can explain technical concepts simply.
- Collegial and easy to work with.
- Comfortable providing advice.
- Relaxed and empathetic in approach.
- Ability to work unsupervised.
- A team player.

Desirable

- Knowledge of the Sport, Active Recreation, Play and Health communities at a local and national level.
- Knowledge of our Whanganui community including iwi & hapu.
- A relevant tertiary qualification.
- Be able to work flexible hours.
- Current NZ driver's license.
- Te Ao Māori and diversity with the ability to demonstrate commitment to Te Ao Māori cultural competence & cultural capability development.

Personal qualities and expertise

The Sport Whanganui team is 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

- Solid project management skills (planning, budgeting, risk management).
- Experience supporting evaluation or learning in applied settings (e.g., community, NGO, education, sport).
- Ability to work with both qualitative and quantitative evidence.
- Excellent written and verbal communication skills, particularly for reporting and storytelling.
- Ability to manage multiple stakeholders and build collaborative relationships.
- Comfortable working in evolving, resource-constrained environments.
- High level of organisation and attention to detail.

Commitment

- That it is an 32 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

What you will gain

This role offers a real opportunity to be a leader for Sport Whanganui to ensure our business capability is amplified, our sector is connected & thriving. You'll be a part of key strategic discussions with other Sport Whanganui staff, developing & delivering initiatives that progress favourable outcomes for our community. You will build strong relationships with stakeholders from within and outside Sport Whanganui, leading & facilitating a wide range of diverse projects as well as ensuring sustainable foundations for Sport Whanganui.

Sport Whanganui is committed to supporting the professional development of our people. Where training is required to support the successful performance of the role, it will be provided because, as you learn & grow, so do we.

Variations

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.