

JOB DESCRIPTION

JOB TITLE

Central Relationship Manager (Whanganui/Manawatu and Hawkes Bay/ Poverty Bay)

PURPOSE

Create and manage relationships with stakeholders in the Whanganui/Manawatu and Hawkes Bay/ Poverty Bay Region to provide capability support and deliver GNZ strategic initiatives.

- Our Vision
 - To be New Zealand's first choice sport
- Our Purpose
 - To enable POSITIVE gymnastics experiences for EVERYBODY
- Our Role
 - As an International Gymnastics Federation member, Gymnastics New Zealand is the national governing body for Gymnastics in New Zealand. We look after the sport across all codes from grassroots, through to high-performance athletes.
- Our Values
 - RANGATIRATANGA : action, leadership
 - MANAAKITANGA : care for others, bring alongside
 - MANAHAU : joyful, positive energy
 - MANAWANUI : steadfast, committed

SPECIFIC DUTIES & RESPONSIBILITIES

Central Relationship Management

Plan and control the development of partnerships with member clubs and stakeholders in your region.

- Provide support to member clubs tailored to their specific needs to build club capability and resilience.
- Develop and deliver projects to deliver the GNZ strategy at a regional level across a yearly, bi-yearly basis.
- Be the Gymnastics NZ represented at conferences, festivals and events when required.
- Develop and deliver projects to deliver the GNZ strategy at a regional level across a yearly, bi-yearly basis.
- Meet activity and results KPIs as agreed.
- Contribute as part of the Relationship Management team by sharing relevant contacts, leads, best practice, and collaborative problem solving for all issues within the team, and varying distribution channels.
- Contribute to the planning process for the Relationship Manager team, education and events as well as wider organisation campaigns.
- Facilitate regional meetings to enable information sharing and network development



NZCT
NZ COMMUNITY TRUST

SPORT
NEW ZEALAND

The contents contained herein represent the legal entity GymSports New Zealand Incorporated trading as Gymnastics New Zealand.

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Organisational Culture

- Act as a positive member of the Gymnastics culture and demonstrate effective culture building behaviours within your work.
- Participate as an active citizen within Gymnastics by playing an active role in culture, team events, and daily organisational life.

Relationship Development

- Establish and nurture relationships with key stakeholders, including athletes, coaches, partners, and other relevant organizations.
- Leverage these relationships to enhance the growth and visibility of the sport.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Proven experience in a leadership role within the sports industry.
- Experience within a Relationship Manager, Account Manager, Project Manager or similar role.
- Excellent Time Management and self-motivated
- Problem-solving / conflict resolution experience within a professional environment.

Application close on the 28th of July 2024, if you would like more information, please contact Relationship Team Manager (Wellington RM)
megan.russell@gymnasticsnz.com or 027 653 1144

