

JOB DESCRIPTION

JOB TITLE

Youth and Foundation Education Coordinator (maternity cover – fixed term 6 months)

PURPOSE

Lead and administer the GNZ XTND Foundation education (coach and judge) programmes that aim to increase and improve the retention of youth coaches (16-24 yrs) through the identification and development of new coaching and leadership pathways and opportunities.

- 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

- Coordinate and administer the Foundation Coach and Judge Education (entry level adult, 16 yrs+) and the XTND Youth Leadership Programme (youth coach, 13-15 yrs).
- Manage the administration and maintenance of online education registration and submissions
- Manage multiple relationships including course presenters, member clubs and other stakeholders.
- Implement strategies and initiatives within the Gymnastics NZ Strategic Plan and Operational Plans
- Manage the IT functions required with this role
- Support the education team with general education tasks as required including the coordination of education events (Coach Connect Conferences), courses and workshops.
- General assistance to other GNZ Teams as required
- Event assistance and attendance at GNZ administered National Events
- Proactively engage, and maintain healthy relationships, with relevant partners and stakeholders.



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

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

- A passion for the development of New Zealand rangitahi (12- to 18-year-olds) and young adult gymnastic coaches and judges.
- Knowledge and experience in sport education and/or coaching. A background in gymnastics will be beneficial but not essential in this role.
- Outcome orientated with sound project management skills and the ability to manage multiple tasks and deadlines.
- The ability to create and manage multiple positive relationships across a variety of different stakeholders.
- A confident decision maker; able to work collaboratively and identify new opportunities and ideas for growth and expansion, the courage to innovate and take measured risks which lead to enhanced organisational performance
- An effective communicator with excellent writing skills
- A customer-centric mindset; excellent written skills, an ability to coordinate and utilise information to drive decision-making, a demonstrated ability to engage stakeholders
- IT skills; Comfortable with learning new computer systems quickly

Application close on the 12th of July 2024, if you would like more information, please contact Education Manager educationmanager@gymnasticsnz.com or 021 0736453



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