



POSITION DESCRIPTION

SPORT AND CONTENT MANAGER - COLLEGE SPORT WELLINGTON

Responsible to:	Executive Director
Functional relationships:	College Sport Wellington Managers Sport New Zealand Regional & National Sports Bodies School Sport New Zealand Principals Regional Sports Directors Sports Coordinators Code Convenors

1. Background

College Sport Wellington is an Incorporated Society and Charitable Entity whose primary function is to initiate, promote and coordinate sporting opportunities for secondary school students of the greater Wellington region. College Sport Wellington, was established in 1989 and has a current staff of five (an Executive Director and four Sport Managers) who work in direct liaison with the 55 Sports Coordinators in 41 member schools from Wellington north to include Otaki, representing a total student population of approximately 28,000.

2. Position Responsibility

To provide leadership & direction to member schools and their personnel, in particular in the areas listed and in so doing, ensure that College Sport Wellington continues at the forefront of secondary school sport and physical activity delivery in New Zealand:

- Administration
- Communication
- Professional Support & guidance
- Resource Management & Development
- Promotion

This position has a particular focus upon driving stakeholder engagement, primarily; students, parents and volunteers, through various content mediums.

3. Key Accountabilities

3.1 Sports

- Managerial, promotional & administrative responsibility for the below sports, including competition and event management:
 - Cricket
 - Football
 - Tennis
 - Underwater Hockey
 - Squash
 - Orienteering
 - Ki o Rahi
- Liaison with regional and national bodies for the above sports, including promotion and support of national events where relevant.

3.2 Content

- Oversee our social media & communications plan, which includes posting new social media content, monitoring social media sites and liaising with various staff for social media and e-newsletter content.
- Manage our website and ensure it is up-to-date, containing relevant content for students, their whānau, schools, and stakeholders.
- Oversee and manage our livestreaming capability at College Sport Wellington's major events.
- Coordination of various partners that provide photography, video, print media and graphic design services.
- Work with the other College Sport Wellington Sport Managers to promote the events and activities within their sports.
- Work with the other College Sport Wellington Sport Managers to ensure media are kept in touch with College Sport Wellington events and activities.
- Support the College Sport Wellington Sport and Operations Manager in maintaining database systems.
- Support the co-ordination of Sportsperson of the Year Awards.
- Maintain positive working relationships with all member schools, regional & national sports bodies.

4. General Duties and 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's 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.

5. Skills, Experience and Education

- Experience in developing communications strategies
- Budget management
- Excellent communication and liaison skills
- Proactive and the ability to develop creative solutions for effective problem solving
- Strong interpersonal skills; approachable, patient and discrete
- Exceptional self-management and time management