

## General Manager – Squash Bay of Plenty

**Want a new career you can boast about?**

- MATERNITY LEAVE COVER
- Located in the stunning Bay of Plenty
- Flexible working arrangements



We have an exciting opportunity to join the Squash Bay of Plenty team as General Manager. This is a 12-month fixed term role working 40 hours per week (but flexible for the right candidate), based out of the Sport Bay of Plenty office in Tauranga (some flexibility available).

The role's purpose is to increase the participation and performance of people playing squash in our region. The focus of the role is to provide professional, friendly, and helpful management support to member clubs across our region.

### About the role

There is plenty of variety in this role, including:

- Maintaining strong relationships with key internal and external stakeholders.
- Manage the day to day administrative and financial requirements of the Squash BOP District.
- Overseeing, co-ordinating and implementing the annual competition schedule (tournaments and interclub).
- Work with the District Coaching Director to increase and develop coaches and referees.
- Assisting with the delivery of Squash New Zealand initiatives in the Bay of Plenty while ensuring that the initiatives meet the needs of the squash community.
- Collaborate with other Districts and Squash New Zealand to grow capability within the Bay of Plenty club network.
- Support and build capability within our District clubs to apply to funders and modernise their facilities.

### Skills and experience

You will ideally have:

- A minimum of three years' experience in the sporting sector.
- A proven know-how for event and financial management.
- A confident manner, with the ability to work autonomously and communicate effectively to a wide range of audiences.
- The ability to build and maintain relationships with a range of stakeholders – particularly the Squash Bay of Plenty Board.
- Excellent time management and planning skills.

## About us

We represent, advance, promote and advocate for squash, with an aim of increasing participation and performance of people playing squash in the BOP region. Our motto is: *Have fun, Keep fit, Play Squash.*

You will be reporting directly to the Squash Bay of Plenty Board Chairperson and working with a highly motivated and experienced Coaching Director who enjoys making a difference to their squash community and collaborating with our stakeholders throughout the region. The Squash Bay of Plenty Board operates with a strong 'can do' approach and we pride ourselves on being one of the most progressive District Boards in the country.

Highlights of working at Squash Bay of Plenty include:

- Varied and challenging work that makes a real impact on the squash community.
- Opportunity for growth, learning, and development.
- Flexible working arrangements.
- We play a vital role in shaping the game for the future.

The salary is circa \$60-65k.

## How to Apply

Submit a CV and cover letter to [chair@squashbop.co.nz](mailto:chair@squashbop.co.nz). A copy of the Job Description is available on request.

If you have any role specific questions, you're welcome to contact Sam Niles, Board Chairperson on 022 696 0577 for a confidential discussion.

NB: To apply for this job, you must have the legal right to be able to work in New Zealand and also hold a current and valid driver's licence.

Applications close 5pm, Sunday 22<sup>nd</sup> June 2025.