

# SQUASH BAY OF PLENTY INC

## Position Description

Kaiwhakahaere - General Manager



## NGĀ KŌRERO WHĀNUI | BACKGROUND & GENERAL INFORMATION

Squash Bay of Plenty (the regional organisation for squash in the Bay of Plenty District) requires full-time professional management of its operations.

<b>Position Title</b>	Kaiwhakahaere – General Manager
<b>Status</b>	Full Time Role
<b>Location</b>	Bay of Plenty Region (Location Negotiable)
<b>Coverage Area</b>	Bay of Plenty
<b>Reports to</b>	Chair of Squash Bay of Plenty Inc
<b>Number of direct reports</b>	1
<b>Number of staff</b>	1
<b>Salary range</b>	\$55,000 to \$65,000

## NGĀ KAWATAU | POSITION EXPECTATIONS

### **The reason the position exists**

The aim is to increase the participation and performance of people playing squash within the Bay of Plenty. A major goal is to provide a professional, friendly and helpful service to member clubs and players.

### **The responsibility of the position**

The primary purpose of this position is to provide management support to the District.

## NGĀ PŪMANAWA | SKILLS AND EXPERIENCE

### **SKILLS**

- Understanding and background in the sport of Squash
- Sports Management
- Excellent communication skills
- Excellent IT and computer skills
- Event Management
- Financial Management
- Conflict Resolution
- Good Mediation skills
- Planning skills
- Management skills
- Facilitation skills

### **EXPERIENCE**

3 to 5 years involvement in the sporting sector.

**PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES**

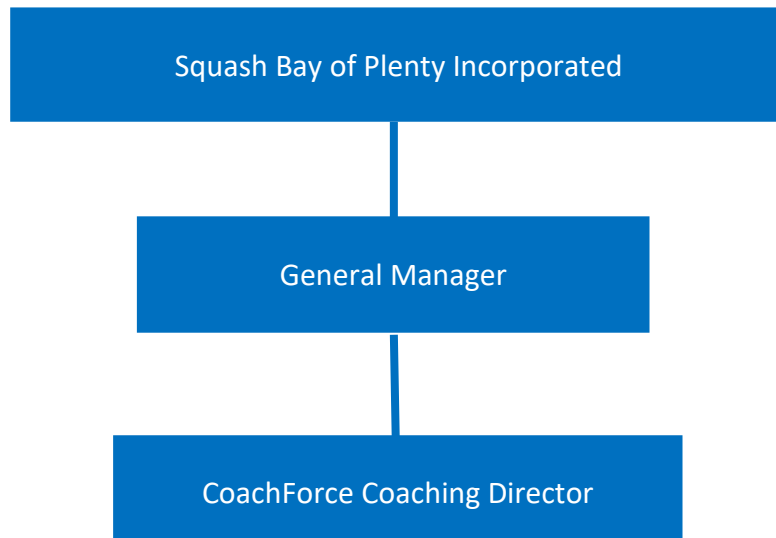
Professionalism, Innovation, Passion, Humility, High Level of Emotional Intelligence

**FORMAL QUALIFICATIONS**

Desirable – Tertiary education

**NGĀ HONONGA | POSITION RELATIONSHIPS**

MOST FREQUENT CONTACTS	
<p><b><u>Internal</u></b> Squash Bay of Plenty Board &amp; Staff</p>	<p><b><u>External</u></b> Squash Clubs within the Region Squash NZ Squash District Staff around NZ Sport Bay of Plenty Schools – Primary / Intermediate / Secondary Funding bodies</p>



**NGĀ KAWENGA | KEY TASKS AND ACCOUNTABILITIES**

Key Tasks	Accountabilities
<p><b><u>Effective Communication</u></b> Be the first point of call for squash matters within the District</p>	<ul style="list-style-type: none"> <li>▪ Manage the Districts online profile (website and social media)</li> <li>▪ Prepare regular communications including annual report, newsletters</li> <li>▪ Co-ordinate the regional media presence of the sport, including results, stories, profile</li> <li>▪ Carry out annual club forums to promote, share, and foster collaborative relationships across clubs</li> </ul>
<p><b><u>Relationship Management</u></b> Lead the establishment of, and maintain, relationships with key internal and external stakeholders</p>	<p>Lead the establishment of, maintain and strengthen the relationships with key internal and external stakeholders, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Squash Clubs within the Region</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Squash NZ</li> <li>▪ Sport Bay of Plenty</li> <li>▪ Schools – Primary / Intermediate / Secondary</li> <li>▪ Funding Bodies</li> <li>▪ Media</li> <li>▪ Councils</li> </ul> <p>Measure the effectiveness of stakeholder relationships through appropriate means.</p> <p>Attend school, club and squash related meetings as required.</p>
<p><b><u>Competition Management</u></b> Oversee and co-ordinate the annual competition schedule</p>	<ul style="list-style-type: none"> <li>▪ Prepare the annual calendar for Bay of Plenty clubs and players in collaboration with Squash NZ</li> <li>▪ Promotion of regional tournaments and interclub</li> <li>▪ Co-ordinate District Interclub and superchamps</li> <li>▪ Provide guidelines, rules, seedings, oversee result entry for regional competitions and events</li> <li>▪ Co-ordinate trophies, awards, ceremonies for regional events</li> <li>▪ Co-ordinate the administration for the district representative teams</li> <li>▪ Support clubs to deliver exceptional district, national, and PSA events</li> <li>▪ Regularly review the current competition platform to deliver products that meet today’s player needs</li> </ul>

<b>Key Tasks</b>	<b>Accountabilities</b>
<p><b><u>Development</u></b> Support and lead the development of squash in the Bay of Plenty</p>	<ul style="list-style-type: none"> <li>▪ Collaborate with the Districts and Squash NZ to grow the capability within the Bay of Plenty club network and NZ</li> <li>▪ Work with the District Coaching Director to increase and develop coaches and referees</li> <li>▪ Assist with the delivery of Squash NZ initiatives in Bay of Plenty ensuring the initiatives meet the community needs</li> <li>▪ Provide feedback and information to Squash NZ on key issues and projects relating to the region</li> <li>▪ Ensure all clubs are kept up to date with key programmes</li> <li>▪ Assist clubs with their capability to apply to local trusts and find sponsors</li> <li>▪ Collaborate with other partners where possible to provide development opportunities that are appropriate for the region</li> <li>▪ Support the clubs within the district to modernise their facilities</li> <li>▪ Work with the Squash NZ high performance team when necessary</li> </ul>
<p><b><u>General Management</u></b> Manage the day to day administrative requirements of the District</p>	<ul style="list-style-type: none"> <li>▪ Lead and promote the implementation of Squash in Bay of Plenty district</li> <li>▪ Work with the Squash BOP Board for Strategic Plan development and implementation</li> <li>▪ Ensure development and compliance of organisational operating policies and procedures.</li> <li>▪ Maintain contact databases, including school participants, coaches, club representatives and community participants</li> <li>▪ Maintain regular communication with the Squash NZ, and ensure all requirements are met</li> <li>▪ Provide effective leadership, and manage all human resource management issues for Squash BOP staff and contractors</li> <li>▪ Provide encouragement and motivation for volunteers involved with Squash BOP.</li> </ul>
<p><b><u>Financial Management</u></b> Manage the day to day financial requirements of the district</p>	<ul style="list-style-type: none"> <li>▪ Receipt and bank incoming funds</li> <li>▪ Prepare invoices as required</li> <li>▪ Ensure invoices are paid on time</li> <li>▪ Accurately record funds in and out in Xero</li> <li>▪ Complete bank reconciliation in Xero</li> <li>▪ Produce annual budget</li> <li>▪ Produce and manage program, representative and event budgets as required</li> <li>▪ Provide monthly financial reports to Board meetings</li> <li>▪ Generate funding from a variety of sources, particularly Class 4 gaming trusts, charitable trusts, and sponsorship</li> <li>▪ Retain existing and develop new income streams</li> </ul>