

Position Description



Job Title:	Sports Development Officer
Organisation:	Taranaki Badminton Association
Hours/FTE:	Initially 20 hours per week, with the opportunity to increase those hours
Location	Taranaki
Date	March 2021

Purpose of the role:

The aims of this role are to:

- Grow badminton participation across the region.
- Improve badminton skills and performance (both for individuals and teams).

Essential Job Functions

- Providing the Shuttletime programme for schools.
- Coaching and/or coordinating representative junior players.
- Coaching experienced players to be coaches in order to take expertise across the region.
- Working with Badminton Clubs across the region to help grow participation locally and improve the skillset of players.
- Working with Badminton New Zealand to implement any agreed national initiatives.
- Organising and running programmes to promote and develop badminton across the region.
- Inspiring and coordinating the activities of volunteers.

Person Requirements

Essential

- At least 3 years experience in delivering a wide range of Badminton specific initiatives from school, club, and local representative level.
- A New Zealand coaching qualification of at least Level 2 or equivalent.
- At least 3 years significant and successful coaching experience
- Experience in organising programmes and events, especially where these have fostered a wider participation than had been the case previously. This experience can be in relation to other sports but obviously would be most relevant if it involved badminton.
- Analytical and personal influencing skills to engage with Clubs and volunteers, identify and overcome obstacles and inspire enthusiastic contributions. The ability to present ideas cogently and to win people over.
- Success in developing programmes that inspire people to play Badminton.
- Organized and able to undertake administrative responsibilities that support the delivery of events, programmes and junior representative activities.

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Desirable

- Past success in playing badminton at a national or preferably international level.
- A tertiary qualification in sport management.
- Ability to write concise and descriptive reports.
- Experience in the use of Tournament Planner Software.
- General computer capabilities including competent use of the Microsoft suite of products (eg: Word, Excel) and social media.
- Experience in maintaining a website.
- A competent communicator with an approachable personality.