

JOB DESCRIPTION

EVENT COORDINATOR

POSITION TITLE

Event Coordinator

HOURS OF EMPLOYMENT

40 hours per week, permanent

REPORTING TO

Events and Communications Manager

ACCOUNTABLE TO

Chief Executive

LOCATION AND TRAVEL

The location of the role is Auckland and national travel will be required throughout the year.

EQUAL OPPORTUNITIES

Badminton New Zealand is fully committed to equality of opportunity in all areas of our operations. Application for positions in Badminton New Zealand is open to all suitably qualified candidates, subject to educational and experience criteria relevant to the specific job being applied for.

INTRODUCTION

The vision of Badminton New Zealand is “Inspire Kiwis to love badminton for life”. Our organisation has a rich history and consists of 25 member associations with many players passionate about the game of badminton.

PRIMARY FUNCTION

To coordinate the development and delivery of Badminton New Zealand national events and competitions to grow participation in badminton. This includes, but is not limited to:

- Coordinating and managing Badminton New Zealand National Events, Inter-Association Competition and supporting Badminton New Zealand Sanctioned Events.
- Working with Badminton New Zealand staff and stakeholders to build and grow Badminton New Zealand events and supporting international badminton events in New Zealand.
- Promotion, marketing and communications involved with coordinating Badminton New Zealand National Events.
- Completing reports and evaluations as required.
- Assist with identifying and sourcing funding from local government, gaming and charitable trusts, and other supporters.

KEY RESPONSIBILITIES

1. Lead national events as allocated, facilitating agreements with hosts, operational and logistical requirements, promotion and marketing of events, and coordinating with other Badminton New Zealand staff.
2. Provide oversight and administration to support the local delivery of sanctioned events.
3. Assist with administration, data-entry and logistics to support inter-association competition.
4. Take on any reasonable task as required to support the New Zealand Open and other international events within New Zealand.
5. Communicate effectively with event stakeholders and participants.
6. Work with the Badminton New Zealand Development, Performance, Diversity and Inclusion, and Community Programmes to provide a seamless pathway approach for participants engaged in badminton in New Zealand.
7. Represent Badminton New Zealand on event-specific committees.
8. Support the development of volunteer and technical officials.
9. Assist the Events and Communications Manager to identify and source funding, including preparing applications, delivering on funders' requirements, and completing reporting.
10. Support key relationships with relevant staff/committee members from Associations, Regional Sports Trusts, School Sport New Zealand, University and Tertiary Sport New Zealand, Badminton Oceania, the Badminton World Federation and Sport New Zealand.
11. Support broadcast and/or live stream activities.
12. Collect data and produce timely qualitative and quantitative reports and recommendations to support event delivery and decision-making.
13. Perform other tasks as agreed from time to time.

COMPETENCY REQUIREMENTS FOR ROLE

The Event Coordinator is required to demonstrate the following levels of competency for this role:

COMPETENCY		PERFORMANCE LEVEL REQUIRED
Core Competencies	Communication	Expresses ideas and relays information in a way that is easy to understand and motivates people to take action.
	Respects Others and Builds Trust	Demonstrates respect for others and builds trust through consistent behaviour and demonstrates integrity in all actions.
	Innovation & Creativity	Sees opportunities and encourages innovative ideas that provide solutions to all types of workplace challenges. Has the ability to be inventive and think 'outside the box'.
	Teamwork	Works constructively with team members and/or other employees towards the Badminton New Zealand Vision and Mission statements.
		Has a willingness to share knowledge/expertise with others.
	Sector Knowledge and Skills	Has the required level of technical and professional skill or knowledge in position-related areas.
	Provide Quality Customer Service	Demonstrates high standards and behaviours that deliver superior customer service
Personal Effectiveness	Taking Initiative	Proactively seeks out and/or willingly accepts new challenges and responsibilities.
	Work Standards	Set high standards of quality and achievement for self and/or others.

COMPETENCY		PERFORMANCE LEVEL REQUIRED
	Producing Results	Produces and delivers quality results/outcomes on time.
	Formal Presentation and Public Speaking	Uses formal presentation techniques to communicate information, ideas and concepts to groups.
	Flexibility	Works effectively in a variety of circumstances, responding to changes in work setting and task, often at short notice.
	Formal Writing	Writes complex documents, such as action plans and recommendations in a clear, concise and effective manner.
Analytical Thinking	Decision Making	Identifies and understands issues, problems and opportunities, and makes timely and sound decisions.
	Planning and Organising	Coordinates events, activities and projects ensuring that they take place on time and to the required standard.
	Information Seeking	Seeks to know more about things, people or issues, and searches extensively for desired information to help solve problems or answer questions.
Relationships	Developing and Maintaining Relationships	Proactively develops effective internal/external relationships with key stakeholders.
	Facilitating Learning	Provides seminars, workshops or one on one sessions with stakeholders and clients to facilitate learning.
	Empathy and Understanding	Understands the motivations behind what people do, identify their concerns and comes up with ways to resolve them.

COMPETENCY		PERFORMANCE LEVEL REQUIRED
	Advising and Consulting	Provides clients with quality solutions based on the application of specialist skills and knowledge.
	Realising Opportunities	Identifies new opportunities, captures them in a meaningful way and sees them through to completion.
	Mentoring and coaching	Serves as a source of advice, information, encouragement and support to others.
Management	Managing Resources	Manages resources, in alignment with Badminton New Zealand strategic direction and budget.
	Managing Projects	Defines and achieves targets while optimising the use of resources (time, money etc) over the course of the project.
Leadership	Leading through Vision and Values	Encourages and promotes high personal and professional standards that support Badminton New Zealand vision and values.
	Impact and Influence	Acts in a way that has an impact and influences groups/community in line with Badminton New Zealand's vision.