

JOB DESCRIPTION

EVENTS & COMMUNICATIONS COORDINATOR

REPORTING TO

Events Manager

ACCOUNTABLE TO

People & Pathways Lead

HOURS OF EMPLOYMENT

40 hours per week, permanent

LOCATION & TRAVEL

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

INTRODUCTION

The vision of Badminton New Zealand is “Inspire Kiwis to love badminton for life”. Our organisation has a rich history and consists of 24-member associations with many players passionate about the game of badminton.

PRIMARY FUNCTION

1. Assist Event Manager with operational delivery of events.
2. Provide communication assistance to Badminton New Zealand and its staff.
3. Connections to Associations to enhance their delivery of events and communications.

KEY RESPONSIBILITIES – EVENTS (50% OF ROLE)

- Assist or 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.
- Provide oversight and administration to support the local delivery of sanctioned events.
- Assist with administration, data entry and logistics to support Inter-Association competition.

- Assist Event Manager to develop relationships and partnerships with Associations to upskill Association event capability and to deliver national events with a share investment/reward/resource approach.
- Assist Associations with the delivery of international events, as required.
- Assist with the collection of events data to accurately measure participation and satisfaction.
- Assist with ranking system and uploading of tournament and competition results.

KEY RESPONSIBILITIES – COMMUNICATIONS (50% OF ROLE)

- Assist with the development and delivery of Badminton New Zealand's communication strategy.
- Coordinate the communication activities of Badminton New Zealand
- Assist with the broadcast and livestream of selected events, as required.
- Support Commercial Manager to ensure all commercial activities and commercial partners are connected and can clearly understand value of the partnership.
- Coordinate and manage Badminton New Zealand's content for social media.
- Manage content of Badminton New Zealand website and ensure information is kept up to date.
- Provide promotion and communication support for events, activities and programmes.

OTHER RESPONSIBILITIES

- Perform other tasks as reasonably requested.
- Other operational responsibilities sitting outside the key areas of this role may be required and will relate to the skillset of the person. These responsibilities will be determined and agreed upon in the annual operational plan for each member of the team.

GENERAL EXPECTATIONS

- 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' 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 your own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.