

Position Description

Development Officer



Objectives

The Development Officer will be expected to:

- Promote and develop badminton across the Hutt Valley Region with an emphasis on junior development both inside and outside schools.
- Work closely with Hutt Valley Badminton Association's (aka Badminton Hutt Valley) Operations Manager, BHV employees and volunteers, schools, the BHV affiliated Clubs and other bodies involved in development of the sport.

Organisational Relationships

The Development Officer will:

- Direct Report to the Operations Manager.
- Assist the Operations Manager in the identification, development and co-ordination of strategies to develop badminton within the Hutt Valley.
- Be required to establish, foster and maintain relationships with relevant public sector bodies, private sector bodies, schools and other Badminton and/or sporting bodies.

Responsibilities and Duties

The duties are divided into the following main activity areas:

- Junior Development
 - The Development Officer shall foster and develop junior badminton throughout the Hutt Valley area in accordance with the Association Development Plan.
 - Plan and assist with the running of after-school tournaments and competitions (excluding the Secondary Schools competition run by Sport Wellington).
 - Organise and assist with the running of development programmes for youngsters not currently catered for within Club programmes.
- ShuttleTime
 - The Development Officer will build relationships with Primary and Intermediate Schools within the Hutt Valley Association area to encourage the use of the ShuttleTime Programme.
 - Co-ordinate and manage the ShuttleTime programme delivery both at Badminton Hall and at School Venues as is appropriate.
 - Deliver ShuttleTime to schools and other groups when necessary.
 - Administer and report on the ShuttleTime programme, if requested by Badminton NZ.
 - Assist with the running of ShuttleTime tutorials and training sessions for deliverers of the programme.
 - Organise and assist with the running of School Holiday programmes based around the ShuttleTime programme.
- Mid-Week Daytime Badminton
 - Organise, promote and assist with the running of a Mid-week badminton programme for senior players at Badminton Hall.
- Special Events
 - The Development Officer will be involved as directed by the Operations Manager in the organisation, promotion and co-ordination of Special Events.

- Seek Funding
 - The Development Officer assist the Operations Manager in seeking funding.
 - Assist with submission and follow up of grant applications.
- Other Tasks
 - The Development Officer maybe assigned other tasks by the Operations Manager to assist with the development and support of the sport.

Note: The Operations Manager may re-prioritise activity areas from time to time.

Key Selection Criteria

The applicant must be able to clearly demonstrate:

- That they possess leadership skills, organisational and managerial skills and can work effectively with a team of voluntary & staffed personnel.
- An understanding of the Microsoft 365 software.
- Effective relationship building skills, working collaboratively with all other roles within the organisation.
- A sound understanding of sport and its promotion.
- Demonstrate time management capability, effectively managing their time to meet the timelines and requirements of this role.
- Strong written and verbal communication skills across a diverse range of customers and colleagues, particularly the ability to communicate clearly and concisely in plain English.
- Proven and credible experience in the transfer of coaching and organisational skills.
- Obtaining and maintaining a clear drug test results and organisational Police security clearance.
- Must adhere to organisational policy and processes as well as those of any school premises visited in the line of work.
- Must have and maintain a current driver's license and roadworthy vehicle for use.

Qualifications

The applicant should hold, or be prepared to attain, qualifications to run ShuttleTime training sessions for Coaches, teachers and other persons wishing to undertake ShuttleTime delivery. This will include basic and advanced sessions. Badminton Hutt Valley can assist in acquiring qualifications if not already obtained.