

Central Bay of Plenty (CBOP) Primary/Intermediate School Sport Director



The Rotorua Principals' Association (RPA) is seeking an exceptional Primary/Intermediate School Sport Director for the Central Bay of Plenty Region. This position is based in Rotorua. The successful applicant will report to the Rotorua Principals' Association Sports Committee (RPASC) and will be responsible for the development, management, and delivery of the annual sports calendar for primary and intermediate schools.

The position requires a person with knowledge of youth and/or school sport, previous event coordination and delivery experience, and who has excellent communication and time management skills.

The right candidate will be able to build and maintain effective working relationships with schools, sporting codes, and councils.

This position was previously run by Sport BOP, however, with COVID the role has been disestablished but maintained by the RPASC through the support of Tū Manawa Funding. The position is under Otonga School as the 'host' school. It is currently only a 12-month Fixed Term Contract due to initial successful funding. It would be the intent to apply for ongoing funding to maintain this role in the future.

The position will begin on Monday, January 18th, 2021.

For a job description or further details, contact Mr Gareth Cunliffe at Otonga School

gcunliffe@otonga.school.nz 07-3486443

Please send applications to gcunliffe@otonga.school.nz

Please include a covering letter outlining your experience and skills, a CV related to the position as well as the contact details of two relevant referees.

Application closes on Wednesday, 9th December 2020.



Central BOP (CBOP) Primary/Intermediate School Sport Director

Job Description

Position title	Central BOP Primary/Int School Sport Director
Status	Fixed-term, Full Time
Location	Rotorua
Coverage	CBOP
Salary range	\$40 000 per year (negotiable) and travel allowance
Works with (internal)	Rotorua Principals' Association Sports Committee (RPASC) Host school principal
(external)	Schools – Primary and Int schools, Wider Education Sector Regional Sports Organisations, Clubs, CoachForce
Host school	Otonga Primary School Rotorua

Position Expectations

Rationale:

This project aims to coordinate and deliver quality experiences in a wide-variety of physical activity opportunities for tamariki in the Central BOP. Events on the 2021 CBOP calendar will include predominantly active recreation-based activities with some traditional sport and play opportunities. These sub-regional and cluster inter-school experiences will be designed and delivered to enhance the health and wellbeing of school students by participating in opportunities that teach them resilience, help them develop confidence, deal with anxiety, form social connections and skills by being part of a team as well as developing and practice core values.

Responsibilities and Aspirations:

The development, management, and delivery of the annual sports calendar for primary and intermediate schools.

- Increase tamariki activations across 50 quality sub-regional and localised cluster experiences in active recreation, sport and play to help develop a long-term positive association with participation in physical activity.
- Allow tamariki to participate in experiences they otherwise would not have access to, by removing barriers such as accessibility, cost, cost of travel, poor communication or organisation, etc.
- Enhance the well-being of tamariki in CBOP and spread the well-being benefits to more tamariki and for sustained period of time by developing healthy habits.
- Ensure an effective system and structure is implemented to achieve the above outcomes in 2021 and beyond.

Position Specifications

Formal Qualifications

Degree or Diploma in Sport Management and or experience in event management

OR
Registered Teacher with a passion for sport and event management

Skills

- Excellent presentation skills, time management and professionalism
- An understanding of how to develop and maintain effective relationships with schools, community and sporting personnel.
- Understanding the primary/int school environment
- Financial Management
- Conflict Resolution
- Good Mediation skills
- Planning skills
- Facilitation skills

Experience

Demonstrated ability and experience in the development of sporting events and programmes.

Dispositions

- Professionalism
- Innovation
- Passion
- Problem Solver
- Communicator
- Team Player

Priority Area	Description	Tasks
<p>Regional Leadership An influential organisation providing regional leadership</p>	<p>Advocate and influence decision makers to ensure that sport and recreation is a priority</p>	<ul style="list-style-type: none"> • Promote, profile and advocate for Primary/Int school sport through positive, effective partnerships with all stakeholders including schools, clubs etc. • Present to the RPA at each of their meetings • Liaise with Key Stakeholders
	<p>Connect the sector through sharing knowledge, information and insight</p>	<p>Provide regular newsletters to schools including information regarding sporting activities, events, and other relevant information to each school.</p>
<p>School Sport Effective delivery of school sporting events</p>	<p>Improve the delivery, variety and priority of sport and physical activity according to the calendar.</p>	<p>Develop and maintain an effective and positive relationship with principals, sport coordinators and teaching staff.</p> <ul style="list-style-type: none"> • Work alongside the schools to develop, coordinate and manage an annual sporting calendar that offers quality experiences through a variety of sporting opportunities from multi sport tasters through to pathways to increase participation. • Ensure that there are effective systems in place to mitigate risk in the delivery of all events. • Ensure that feedback from events is collated and results evaluated. Recommendations made where appropriate. • Lead the annual review of this calendar with schools to identify new initiatives or improvements to enhance the delivery of sport.

		<ul style="list-style-type: none"> • Work alongside sports coordinators or other key personnel in schools to implement new initiatives to increase participation in sports and to enhance their sport programmes. • Provide support to the CBOP Primary School Sports Organisers in the delivery of events. • Work alongside the wider Sport Team to assist with the development of sport in the region.
	Increase the number and quality of volunteers - especially coaches.	Coordinate opportunities to develop and enhance the skills of Teachers, Sport Coordinators, Coaches and Officials to deliver quality sporting opportunities.
Health and Safety Ensure health and safety is paramount for each of the events that is assisted by this role.	Ensure health and safety is paramount for each of the events that is assisted by this role.	<ul style="list-style-type: none"> • Have a current first aid certificate. • Ensure robust systems are in place for each events risk management. • Complete risk assessment and mitigation for each event.
Financial and Asset Management	Ensure the events and needs of this role are financially viable.	<ul style="list-style-type: none"> • Establish each event's income and expenses. • Use of Enternow system to invoice and receipt payments from schools for events 4 financially viable. • Liaise with host school Principal and Business Manager on financial matters of significance. • Seek funding and sponsorship where appropriate for events and or equipment to support the success of events and activities.