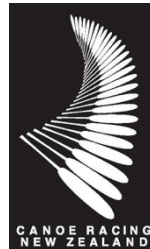


PARTICIPATION PROGRAM CONTRACTOR - AUCKLAND

Position Description



INTRODUCTION

CRNZ is the national sports organisation (“NSO”) responsible for promoting, advancing and managing the canoeing disciplines of Sprint, Marathon and Ocean Ski.

CRNZ’s vision, set out in the 2020-2028 Strategic Plan, is “to be the World’s best paddling nation.” The strategy comprises three pillars: Participation, Performance and Engagement, as well as a sustainability plan. This contractor role sits primarily in the Participation pillar.

Key Relationships

The Participation Program Contractor will maintain and foster positive and effective relationships with:

- Chief Executive
- CRNZ Staff
- Clubs
- Volunteers
- Other NSOs

Overarching duties

- to provide operational leadership and support to implement the Try, Learn, Explore program, and to coach participants where necessary
- to develop resources through the pilot phase which can be scaled and applied throughout NZ
- to develop and deliver a pilot schools paddling competition in Auckland in Autumn 2021

Specific Responsibilities

The Participation Program Contractor will have the following key responsibilities:

Leadership & Culture

- Provide operational leadership in accordance with the CRNZ Strategic Plan and Kiwisport delivery plan
- Work with clubs and other operators to plan and deliver a systematic programme of technical coaching, safety and support
- Work with schools and clubs to foster interest in paddling

Coach paddlers

- Provide a safe, fun environment for paddlers to ensure a quality paddling experience
- Plan and deliver progressive on-water coaching sessions to paddlers
- Ensure that paddlers receive instruction in the knowledge and skills set out in each Try, Learn, Explore program

Recruit and retain new paddlers

- In conjunction with CRNZ staff and/or other operators, plan and deliver have-a-go sessions, drawing young participants, in particular 11-13 year olds from around Auckland and reflecting the city’s mixed demographic
- Deliver programmes of coaching consistent with the Try, Learn, Explore program
- In association with CRNZ staff and/or other operators, plan and deliver occasional local paddling events at appropriate level for beginners and existing paddlers, to foster paddlers’ motivation and passion for the sport
- Foster a positive and progressive environment to encourage beginners to continue with paddling beyond completion of CRNZ/Paddle programs

Contribute to the development of Paddling, CRNZ and Clubs/Operators

- Liaise with CRNZ to manage the deployment of CRNZ's fleet and equipment, to enable delivery of CRNZ programs
- Liaise with CRNZ to identify and upskill potential coaches/volunteers to support clubs/operators' delivery of programs
- Keep record of attendance of paddlers at coaching sessions to enable reporting and recovery of relevant fees
- Maintain high levels of communication with stakeholders for all activities
- Attend any relevant Kiwisport coaching workshops

Maintain and transport equipment

- Manage, maintain and keep a record of CRNZ equipment to ensure it is fit for purpose

Relationships

- Maintain effective relationships and effectively communicate with key internal and external stakeholders
- Develop relationships with other national sports organisations' sport development programmes to exchange information and ideas for the benefit of all sport
- Work with other sports e.g. Surf Life Saving, Waka Ama and the wider community; empower clubs to also work with other sports to offer members an opportunity to be part of more than one sport

Communication

- Provide regular updates to the Performance Development Manager on progress
- Represent CRNZ in both formal and informal settings in a professional manner consistent with CRNZ values

Health and Safety

- Behave, and insist that others behave, in a way that supports excellent health and safety management practices
- Abide by all CRNZ and other relevant health and safety requirements, policies and procedures
- Maintain extremely high levels of health and safety standards in particular when delivering to young people
- Prior to commencing any activities in relation to the Try, Learn, Explore Program, undertake a site specific risk assessment and prepare and submit to CRNZ on request a site specific safety plan

CHANGE CONTROL

Signed by position holder

Signed by manager

Last updated :

Changes made at last update:

Next review date:

Preferred Competencies and Attributes

- Experience in Sport Development programmes.
- Ability to develop a positive culture.
- Ability to build successful working relationships.
- Decision making capability, and the ability to work without supervision.
- Ability to prepare plans and implement them.
- Ability to manage budgets.
- Superior written and oral communication skills.
- Ability to work well under pressure.

Person Specification

The appointee should be able to demonstrate:

- Excellent relationship management skills with strong networking ability.
- Project and event management experience – a start to finish approach with proven ability to manage a number of concurrent activities.
- Depth of experience in planning and managing budgets and cost centres.
- The ability to lead, coach, develop, support and positively influence others – particularly in implementing change.
- Well-developed communication skills.
- Strength in problem solving, critical and analytical thinking.
- The ability to see the big picture while paying attention to detail.
- A positive and professional approach reflecting CRNZ’s values.
- A passion to perform and contribute to CRNZ.
- An understanding of learning and development pathways.
- IT literacy.
- Ability to work unsupervised in remote locations away from home for extended periods, including weekends.
- Able to lead, motivate, support and positively influence volunteer networks

Desirable

- Experience and knowledge of kayaking.
- Tertiary qualified in sport / event management or equivalent.

KPI	
KPIs to be inserted upon appointment	