**Position Description**

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| **Position title** | | DNZ Administrator and National Coordinator | |
| **Status** | | Fixed-term project | |
| **Reports to** | | Diving New Zealand Board via the Chairman or designated Board member | |
| **Key relationships with** | | Board members, club members, athletes | |
| **Contract Amount** | | To be finalised | |
| **Job purpose** | | The position holder will carry out the day to day administrative activities of DNZ for the Board, committees and liaison with clubs. And the development of systems, particularly on line, to improve this capability. | |
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| **Board Support Administration** | | | |
| **Accountabilities** | **Responsibilities and Expectations** | | **Results/standards expected** |
| **Board administration** | * Meeting administrative support: * Distribute Agenda, papers, minutes, compiling and filing. * Information-keeping and filing of any necessary documents * Update constitution, rules, strategic plan, business plan, policies and procedures manuals, and other documentation, as required by the Board. * Ensure New Zealand records are recorded and maintained in an accurate manner, including receiving applications, verifying details (Board to ratify), printing certificate, signing and forwarding to recipient. | | * Board papers received and distributed to Board members * Documents are updated and posted * DNZ Records register is maintained |
| **Annual General Meeting** | * Organise AGM * Prepare the notice for the AGM and send out appropriate information as per the constitution. * Call for remits/motions/nominations * Prepare the draft Annual Report. * Take the minutes at the AGM and have them approved by the delegates * Send any changes to the constitution along with the financial statements to Incorporated Society and Charities Services * Distribute minutes and follow up on action items. | | * All timelines are met as per the Constitution. Clubs are notified on time. * AGM runs smoothly * Documents are lodged on time * Minutes are sent to delegates and clubs |
| **Contact person** | * Point of contact for internal and external correspondence * Checking of PO Box * Emails to/from clubs, and external | | * Receive and respond to correspondence * Liaise with Board, Finance Administrator and clubs * Disseminate information as appropriate. |
| **Financial tasks** | * Information-keeping and filing of any necessary documents outside of Finance Administration * Financial administrative tasks:   + reconciliations   + reimbursements * Compile and submit funding applications * Complete all grant reconciliations | | * Work with Finance Administrator * Funding applications submitted by deadlines * Reconciliations submitted by due date |
| **Communication** | * Update and maintain website information including, calendar of events, results, awards. * Update &/or provide content for Social media as defined by the Board – platforms to be decided | | * DNZ website updated * Incoming communication thru emails, website or other contacts are responded to in a timely manner. * DNZ news & information shared with members on Facebook, website and other platforms |
| **Other** | * Update Charities Services and Inc. Societies information * Assist with putting together the Annual Report/Performance Report for Charities Services * Assist with and liaise with clubs on National events/prize-giving | | * Reports compiled/updated and lodged * Reports compiled/updated and lodged * Liaise with clubs in advance of events |

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| **National Co-ordinator Administration** | | |  | Take the minutes at the AGM. |
| **Accountabilities** | **Responsibilities and Expectations** | **Results/standards expected** |
| **Planning** | * Assist with the Co-ordination and facilitation of the planning and direction of DNZ as agreed/directed by the Board (e.g. DNA 2032 plan) * Assist with Yearly planning with Development and Technical committees and other committees as required by the Board * Work with club head coaches to create DNZ calendar of events for following year | * Implementation and dissemination of Board directives & decisions regarding the direction of DNZ. * Report Development and Technical Committee directives to Board and facilitating such committee directives/decisions as approved by the Board * Create and disseminate annual/quadrennial calendar of events |
| **Administration** | * Selection letters for all squads * Gathering of athlete details for yearly planning/squads/competitions * Keeping information up to date (e.g. squad lists, age group lists) as required by the Board * Correspondence between the Board and clubs to communicate information changes/ progress, and seek feedback * Compilation of feedback from clubs * FINA GMS database updating and correspondence | * Squad members receive selection letters in timely manner * Athlete details are recorded and correct * Clubs receive timely communications to be informed on DNZ progress and consulted via feedback * The Board receives communication from clubs on a timely basis * Information, including FINA GMS database needs, are captured and up to date |
| **Process** | * Google platform:   + administration and setup/changes   + Google Drive file/folder maintenance and accessibility * Process setup and improvements | * Ensure Google Forms/docs and procedures are set in place to be easily usable by whoever needs to use them going forward. * Processes/systems remain in place to minimise DNZ risk when required payments need to be made eg travel and other. * Continuous improvement and standardisation of processes |
| **Event planning and organising** | Liaise with clubs re National events   * Assist with planning, coordinating and running various events. E.g.,   + FINA clinics   + coaching clinics   + FINA judging clinics   + International dive meets * Making travel arrangements and handle logistics for all DNZ squads attending events overseas and in NZ * Compile budgets and complete reconciliations for such trips * Organise/oversee income and expenditure for such events/trips. | * Event management and coordination of all aspects of agreed functions * Travel and accommodation arrangements are made in a timely and cost-effective manner * Budgets are approved in advance and sent to divers * Reconciliations are completed and sent to Finance Admin |
| **Other** | * Attend Board meetings as and when required * Liaise with Drug Free Sport New Zealand * Uniforms – order and distribute uniforms to DNZ Squad members, judges & other officials as required | * Ensure facilities are available if drug testing to be carried out * Disseminate required communication with athletes in a timely manner. * Order and distribute uniforms |

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| **Personal Attributes and skills** |
| * Strong organisation and office management skills with excellent attention to detail * Experience in working in an administrative role * Self-starting coordinator comfortable with being a central point of contact for processing and disseminating important information * Ability to prioritise tasks * Motivated and passionate with experience of working within and managing sporting events * Approachable and proactive attitude to solving issues * Excellent written and verbal communication skills * An intuitive, adaptive, innovative and creative mind-set * Strong relationship building capabilities, interpersonal and management skills, ability to work with people * Excellent MS Office skills Computer literate – Excel, Word, Power Point, Google * Accounting / book keeping * Good level of understanding of governance and management * Familiarity of a non-profit organisation working environment * Understanding of the process of volunteer organisations * Knowledge of amateur sport. Knowledge of diving would be an advantage * Willingness to quickly acquire institutional knowledge |

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| **Financial responsibility** |
| * Budget Expenditure: no authority to commit to expenditure * No authority to sign external correspondence |