



POSITION DESCRIPTION

Section A

Position:	Tri NZ Community Co-Ordinator (Maternity Cover)
Remuneration:	\$55,000 pro rata for 8 months, Tri NZ Vehicle available for work related purposes.
Job Type:	Full time, fixed term employment
Term:	1 February 2019- 1 October 2019
Located:	AUT Millennium- Mairangi Bay
Reports to:	Community Manager
Responsible for:	N/A
Internal Relationships:	All Triathlon NZ Staff
External Relationships:	Tri NZ Members, Coaches, Clubs, Technical Officials Advisory Group (TAG), External event providers (including clubs), Age Group Selection Commission, Tri NZ Technical Officials, athletes, their parents and coaches, councils, ITU, other NSOs, NZOC, and Paralympics NZ.

Section B

Position Objective:	Co-ordination of the Tri NZ Technical program and events portfolio (including working with Community Manager to ensure National Championships and Selection events are allocated). Collating and distributing various community communications. Administrative support to the Community Manager. General head office administrative support. Administration and marketing of the events accreditation system and liaising with TAG on allocation of Technical Officials to events and organisation of these officials during events season (i.e. petrol vouchers, technical box).
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Please note that this is a maternity leave cover position.

Section C – Key Tasks & Typical Outputs

*Please note that some of these tasks require periodic administration, whilst others will require ongoing coordination. Strong task management skills will be required as there will be **some** overlap of deliverables.*

Co-ordination of Technical Program

- Organisation of Technical Team during event season
- Technical Official Box to events
- Management of Technical Delegate/Technical Official expense claims
- Regular communication with all officials through race season.
- Petrol vouchers and /or accommodation support
- Uniform requirements i.e. ordering extra uniforms
- Management of any discipline issues according to policy
- Updating the Tri NZ Competition Rules with the Technical Advisory Group. ITU Technical Officials self-funded submissions
- Organising required Technical Official courses
- Funding applications
- Monitoring technical email

Event Portfolio Administration

- Organisation of expressions of interests, proposals and appointment of National Championships for the upcoming season
- Updating Age Group Selection Policies with the Age Group Selection Commission.
- Sending Sanctioning and Endorsement links to relevant event providers
- Ensuring all event accreditation system tasks are completed
- Reviewing event health & safety documents.
- Administration and marketing of National Championship Support i.e. sponsors flyers, event materials and logistics.
- Ensuring Technical Delegate Reports are completed post-event and sent to Local Organising Committee
- EAG Facilitation

Tri NZ Community Co-ordination

- Coordination and communication of World Championship information to Age Group Athletes
- Distribution of insurance certificates to clubs
- Completing invoices and bills into xero
- Monitoring basic website updates and support
- Answering membership queries
- Monitoring the police vetting coaches
- Monitoring the Coach Accreditation and Foundation Course.
- Organizing and sending out TRIBE fortnightly
- Monitoring Tri NZ admin email
- Monitoring Tri NZ phone line
- Organizing Tri NZ meetings i.e. board meetings, AGM, wider team workshops etc.
- Coordinating and compiling the Annual Report
- Completing minutes for board and staff meetings
- General administration support for the Auckland Tri NZ offices
- Coordination and communication with the community
- Funding application support
- CEO/ Community Manager support as required
- Other administration tasks as required

Section D – Person Specification

Desired Capabilities / competencies:

- Efficient and well organised
- Excellent administration skills
- Knowledgeable about triathlon in New Zealand
- Openness to work flexible hours
- Event and/or Sporting Organisation experience
- Excellent written/oral skills
- Strong and open communicator
- Self-motivated
- Ability to work with a diverse group of stakeholders
- Willing to adopt and work within the values of Tri NZ and the Code of Conduct.
- High competence in the use of Microsoft Word, Excel, and Outlook