

Position Description – Event Manager



POSITION:	Events Manager		
REPORTING TO:	Executive Officer		
DIRECT REPORTS:	0	INDIRECT REPORTS:	0
HOURS	20 hours per week		
LOCATION:	Flexible, mixture of office (Pelorus Trust Sports House), working from home and event delivery		
DATE UPDATED:	July 2024		

THE ORGANISATION

OUR VISION

To empower our community through a lifelong love of swimming

OUR FOCUS AREAS

Connection & Participation - Performance - Capability & Resources

OUR STORY

Swimming Wellington is one of 12 regions across New Zealand supporting the growth and performance of the sport of competitive swimming in its Region, from entry level club competitive swimmers to elite HP swimmers. Swimming Wellington has almost 2,000 members of 13 clubs in Wellington and the Wairarapa. As with most amateur sports, the delivery of swimming activities is highly reliant of volunteer support as administrators, officials and coaches.

PURPOSE OF POSITION

Reporting to the Executive Officer, the Events Manager role is responsible for managing the operational activities of Swimming Wellington events. The role will ensure the effective operations of each

swimming event and support the regions various member stakeholders. Swimming Wellington hosts on average 1 event per month (excluding January, 10 regional events and 1 national event in 2025), which will require weekend work.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> • Executive Officer • Communications Coordinator • Administrator • Board Chair • Operational sub-committees 	<ul style="list-style-type: none"> • Members • Club Coaches • Officials and other volunteers • Sponsors • Local councils/ pool managers • Open Water safety teams • Other Swimming regions • Media • Pelorus Sportshouse tenants

KEY ACCOUNTABILITIES

Key Result Area	Accountabilities
Event management	<ul style="list-style-type: none"> • Working in consultation with the AOD (Automatic Officiating Device) room operators and club race secretaries to effectively administer Meet Manager files • Produce flyers, schedule of events and qualifying times for events, in consultation with the Events Committee. • Ownership of MM (Meet Manager) file and event settings on SwimCentral • Volunteer management prior to and during events • Ensure all allocated regional events are managed to or exceed expectations of Swimming Wellington. • Timely completion of all post event activities including sign-off and posting of results, records and stakeholder reviews where appropriate. • Event collateral coordination (banners/stationery/medals) • Coordination of event day catering • Attendance at Swimming New Zealand events when required. • Implementation of an event plan including staffing, sponsorship, run sheets and any other plans or requirements fundamental to the safe and successful running of each major Swimming Wellington event. • Carry out event evaluation to ensure that events are

	<p>achieving increased levels of participation and improving the experience to be had by participants.</p> <ul style="list-style-type: none"> • Ensure optimal delivery of the current events for Swimming Wellington. • Management of the Trygve Cup • Coordinating the Events Committee meetings • Addressing any changes in the calendar & liaising with WRAC and any other pools regarding bookings.
Stakeholder and relationship management	<ul style="list-style-type: none"> • Effectively manage relationship with key stakeholders. • Manage operational relationship with, clubs, SNZ and other regions. • Support the Executive Officer in producing and coordinating the SW events calendar
Event Promotion	<ul style="list-style-type: none"> • Timely update of Swimming Wellington website ensuring this is a valuable resource for members.
Health and Safety	<ul style="list-style-type: none"> • Manage all health and safety aspects of Swimming Wellington events. • Record all risks relating to health and safety on the Swimming Wellington risk register. • Undertake due diligence of venues where Swimming Wellington events take place. • Report to the Executive Officer on all health and safety matters.

PERSON SPECIFICATION

- Proven organisational and administration skills, ideally events promotion and/or organisation experience
- The ability to relate and communicate with a large variety of stakeholders – highly skilled facilitator
- Strong time management skills and the ability to prioritise
- Excellent attention to detail
- Competent IT skills
- Understanding of and affinity to Swimming Wellington ‘Purpose’ and ‘Direction’
- Self-motivated and results orientated
- Initiative, enthusiasm and sense of humour
- Passion for sport

COMPETENCIES

Getting things done

Having a can-do attitude and demonstrating a commitment to completing responsibilities on time, delivering quality and positive results.

Teamwork	Working well with others to achieve goals, and having relationships of mutual trust and understanding with the people you work with.
Customer service	Treating internal and external customers with respect, courtesy and dignity. This involves identifying needs and expectations of all customers, and doing what we say we will do, in a quality manner.
Problem solving	Identifying a potential risk or problem, knowing when and where to seek help, managing the risk and proactively finding a solution and managing the problem.
Creativity and innovation	Improving the way we do things. It means having an environment where people are encouraged to be creative, resourceful and to generate ideas.
Technical know-how	Knowing how to do your job, keeping up-to-date with new developments and carrying out the requirements of your job to deliver outstanding services.

APPLICATIONS CLOSE: midnight, Sunday 11 August 2024

Applications must be received by Swimming Wellington through a CV and covering letter via email to angus@swimwn.co.nz no later than midnight Sunday 11 August 2024

