



JOB DESCRIPTION

HOE TONGA REGIONAL WAKA AMA DEVELOPMENT OFFICER

SUMMARY

POSITION TITLE:	Regional Waka Ama Development Officer
REPORTS TO:	Board of Hoe Tonga Pacifica Waka Ama Association (Waka Ama Wellington)
FORMAT:	Contractor arrangement, approximately 1,000 to 1,500 hours per year, remuneration to be negotiated
KEY RELATIONSHIPS:	Board of Hoe Tonga Pacifica Waka Ama Association Waka Ama clubs within the Hoe Tonga region Regional Sports Trusts Local and Regional Council

PURPOSE OF THE ROLE

Hoe Tonga's vision is for more people to participate in, enjoy and achieve in Waka Ama, and its mission is to lead, inspire and promote Waka Ama in the lower North Island region.

The Regional Development Officer will effectively be the face of Waka Ama in our region, working with the Board and the waka ama community in the lower North Island, to achieve the region's objectives, including

- effective engagement with our clubs,
- facilitating the increase in the number of volunteers and competent coaches,
- increasing the number of schools and students participating in waka ama,
- facilitating the establishment of clubs in areas not currently served by waka ama clubs.

KEY RESPONSIBILITIES

- Seek and develop ways of encouraging the participation of schools in Waka Ama
- Assist in forming networks and relationships between schools and clubs
- Plan and deliver key regional events

- Assist the leadership of Hoe Tonga Pacifica Waka Ama Association, and the clubs in the Wellington region, by building a larger base of knowledge for volunteers, coaches and officials
- Encourage and assist with the formation of new clubs and affiliations within the Wellington Region (in areas that are not yet serviced by existing clubs), and the further growth of existing clubs
- Provide opportunities and support for club administrators so that clubs are run with a secure future in mind
- Provide resources and support for coaches and officials to aid in their development of those under them
- Provide administrative support to Hoe Tonga, in order to sustainably manage the growth of the sport
- Help make Waka Ama an “all inclusive” sport by implementing strategies to remove barriers that discourage or prevent participation
- Improve access people have to Waka Ama through special projects, promotional activity, events and general advocacy
- Assist the Hoe Tonga Board to implement its strategic plans, and lead other tasks as required by the Board

ATTRIBUTES, QUALIFICATIONS AND EXPERIENCE

Essential

- Good organisational and administrative skills, with attention to detail and risks
- Excellent communication, networking and presentation competencies, both verbal and written, in order to develop and manage relationships with all key stakeholders including club personnel, schools, coaches, sponsors and funders
- Computer literate
- An empathy with and ability to engage volunteers
- Can do attitude with ability to self-manage, takes initiative in light of opportunities
- Own vehicle and full driver’s license

Desired

- Project and event management experience
- Experience in Waka Ama, preferably steering ability
- Knowledge of the sport and recreation industry and an understanding of club and school sport
- An understanding of and ability to meet cultural aspects of Waka Ama (tikanga)

- Web literate, and ability to engage on social media
- Experience with developing funding applications

RENUMERATION AND HOURS OF WORK

This is a 12 month position, but will be renewable at the option of Hoe Tonga and subject to Hoe Tonga securing future funding.

The position will be a contractor arrangement, with the per-hour remuneration negotiable, and approximately 1,000 to 1,500 hours of work over 12 months. Certain agreed costs such as travel in relation to the role's tasks are to be reimbursed separately.

The role will require flexibility and work outside 'normal hours'. This may include weekends and some public holidays as this is when some of the waka ama activities take place.

LIST OF KEY TASKS

Competitions

- Lead the planning and delivery of all regional events, including the Regional Sprint Championships, the Regional Secondary School Sprint Championship, and the Hoe Tonga Paddler Series
- posting event notices on the Hoe Tonga and WANZ website
- leading the planning of events for the year
- develop and maintain a volunteer management framework and roster, to enable effective event management
- informing other sport codes of relevant regional events
- entering regional teams and paddlers in competitions (W1 and WT12) via the NKOA online entry system
- Maintain event management templates that can be used by clubs, facilitate the upskilling of volunteers on event management best practice
- Liaise with local authorities for all event permits
- Complete health and safety plans for all events
- Maintain the inventory of Hoe Tonga race and operational resources
- Administer bookings for the use of Hoe Tonga resources, including the completion of hire agreements

Schools

- Promote waka ama in schools without waka ama activities

- Promote waka ama in existing schools; maintain relationships
- Provide assistance to school sports coordinators for all waka ama activities (eg processes, how to, establish relationship with club)
- Provide coaching and support to school teams, or alternatively, organise the delivery of relevant coaching support by relevant volunteers and participating clubs

Volunteer management

- Plan and organise/deliver WANZ coaching workshops and other development opportunities (eg governance, event processes, boating certificate)
- Develop & maintain database of skilled volunteers
- Establish and maintain a network or forum for regional waka ama coaches and administrators
- Develop and implement a volunteer strategy and recognition framework
- Coordinate the activities of volunteers for all regional events and activities
- Assist in the establishment of new clubs in underserved areas (eg upskilling)

Communications and marketing

- Provide the first point of contact for any enquiries regarding waka ama in the region
- Establish relationships with persons & organisations interested in waka ama in underserved areas
- Promote waka ama through the Hoe Tonga website, social media activities and traditional media
- Maintain and update the Hoe Tonga website and facebook page on at least a weekly basis
- Post notices from clubs and events (eg event results)
- Maintain the regional calendar by posting events on the calendar and liaising with member clubs
- Reading, replying and filing correspondence promptly and regularly, and informing Board members as appropriate, including assisting with any responses
- Keeping up to date lists of members' names and email addresses, and those attending relevant meetings
- Maintaining documents such as constitutions or plans

Funding and sponsorship

- Establish and maintain relationships with potential funders and sponsors
- Assist in obtaining funding for Hoe Tonga, and in particular for the ongoing provision of administrative and regional development services

- Maintain a register of funding sources
- Complete funding applications, and report on, and provide audit material for, successful applications

Hoe Tonga Board

- making arrangements including venue, date, times and hospitality for meetings
- collecting and collating reports from office holders and completing financial reports
- attending meetings
- taking the minutes of meetings
- distributing minutes to members no later than four days after each meeting
- Calling for and receiving nominations for Board and other positions for the AGM
- Posting AGM notice as per constitution requirement
- assist the Board when requested
- reporting on key activities, and reporting on relevant contracts and projects that Hoe Tonga has committed to
- Assist with completion of annual plans and documenting action plans

Finances

- keeping the accounts / book-keeping using xero.com
- keeping contact lists (suppliers, clubs, etc) on xero.com up to date
- action payments as approved by Board
- reconciling payments on xero.com
- invoicing affiliation fees, invoicing entry fees for events to clubs, and follow-ups as required
- providing financial reports for Board meetings (template reports via xero.com)
- Document board approved financial policy