



Position Description – Para Sport Community Manager

Title:	Para Sport Community Manager
Type:	Permanent full-time
Organisation:	Paralympics New Zealand (PNZ)
Reports to:	Games Campaign and Sports Manager
Direct reports:	None
Location:	Parnell, Auckland

ABOUT PARALYMPICS NEW ZEALAND (PNZ)

For nearly 60 years, Paralympics New Zealand has championed Para sport in New Zealand. Our legacy of athletic performance at summer and winter Paralympic Games is not only world beating, but more importantly life changing.

We believe we can contribute to a transformed New Zealand which is truly inclusive where Para athletes have the opportunity to participate at all levels of sport and are equally recognised for their successes.

We work together with our members and our partners to ensure equitable opportunities for Para athletes. Our core roles are to provide strategic leadership through collaborative partnerships to strengthen and grow Para sport in New Zealand, and to lead teams to the Paralympic Games.

As the National Paralympic Committee for New Zealand, we support the international Paralympic Movement in recognising the value and power of Para sport and see our purpose as transforming lives through Para sport in New Zealand.

PNZ has strong values that underpins everything we do – leadership, excellence and advocacy.

POSITION PURPOSE

The Para Sport Community Manager reports to the PNZ Games Campaign and Sports Manager and will work with the wider PNZ team. In collaboration with key sector partners, the Para Sport Community Manager will play an integral role in providing strategic leadership through collaborative partnerships that generate increased awareness and increased quality opportunities for disabled people to participate in community Para sport activities and events and provide opportunities to develop through the Para sport pathway.

This role will lead community Para sport programmes and initiatives ensuring the delivery of the outcomes within the PNZ Strategic Plan 2021 – 2032.

KEY RELATIONSHIPS

Internal	External
PNZ Employees and Contractors	PNZ Members Para athletes and coaches PNZ commercial partners and suppliers Sport New Zealand Disability sector organisations

KEY RESPONSIBILITIES

1. Leadership

- Leadership of the PNZ Para Sport Community Strategy.
- Lead and deliver special projects within the PNZ Strengthen and Adapt Plan including strategic partnership alignment, co-design of shared Para sport initiatives and regional Para sport pilots.
- Provide leadership and strategic community Para sport advice to PNZ, Para sport community and the sector.
- Provide guidance and support for wider PNZ team members as required.

2. Stakeholder management

- Develop a comprehensive knowledge of the community Para sport landscape including opportunities and roles of organisations within it.
- Advocate for the power of Para sport to transform lives through an inclusive New Zealand where Para athletes have the opportunity to participate in community sport.
- Be a connector of key stakeholders driving collaboration to increase the number of opportunities for disabled people to access and develop through the Para sport pathway.
- Proactively seek out, develop and manage relationships with key influencers in the disability sport and recreation sector This maybe include establishing advisory groups.
- Support and maintain the community Para sport database within the PNZ CRM system alongside ongoing sector analysis.
- Ensure effective and timely communication with stakeholders.

3. Strategy implementation

- Work collaboratively with stakeholders to enable quality participation and competition opportunities for community Para athletes.
- Plan and deliver an agreed number of initiatives across the year that identifies new community Para athletes.
- Assist with the development and implementation of the PNZ Pathways Plan at the community level, to ensure strong connectivity, upskilling and succession planning from community through to athlete pathway and coaching pathway.
- Lead and collaborate to undertake innovative projects to fill critical gaps that are identified within the delivery of community Para sport.
- Ensure robust monitoring and evaluation developed and implemented across all work.
- Work collaboratively with all PNZ staff.

4. Health and Safety

All PNZ employees have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues and visitors, including contractors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately.
- Taking all reasonable and appropriate steps to minimise and where possible eliminate the risk of harm or injury to others.
- Reporting all workplace hazards and accidents to the appropriate person or authority.

Experience and Knowledge:

- Tertiary qualification and/or knowledge and/or experience in Sports Management, Sports Coaching and/or Education is preferable although not essential depending on experience.
- Demonstrated industry experience (5+ years) in participation and pathway programmes, including stakeholder engagement.
- Understanding of Classification and its role in Para sport is preferable.
- Understanding of New Zealand sport and recreation system, in particular Para sport and non-disabled pathways.
- Knowledge and understanding of Sport New Zealand's strategies and approaches.
- Experience in influencing attitudes, behaviours and processes.
- Full drivers' licence.

Skills and Attributes:

- Ability to think strategically and contribute to wider PNZ strategies.
- Existing networks in the sector.
- Excellent interpersonal and relationship building skills and attributes.
- Ability to influence attitudes and behaviours.
- Good problem analysis and problem-solving skills.
- Proactive, uses initiative.
- Resilient and able to cope under pressure.
- An ability to work independently and collaboratively as part of a positive team.
- Ability to take initiative and work positively in partnership with stakeholders.
- Excellent verbal, written and presentation skills.
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi.
- Financial acumen and experience of budget management.
- Technology literate – including Microsoft.
- Willingness to travel and be available for weekend work.