



Position Description – Project Lead

Title:	Project Lead
Type:	3 year Fixed Term
Organisation:	Paralympics New Zealand (PNZ)
Reports to:	Strategic Engagement 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 PNZ Project Lead will lead the 'Building the Para Sport Family' project over a 3 year period. This is a two-part project designed to support Para athletes and coaches through a Para Sport Collective and Para Sport Coach Development. The Para Sport Collective provides in-person camps and virtual support across all Para sports for Para athletes and coaches to build connections, confidence and knowledge through shared experiences and talent enrichment.

Para Sport Coach Development element of this project will provide the resources for coaches across non-disabled and Para sport to gain knowledge, capability, confidence and creativity to coach and support Para athletes.

Through strong leadership the development, implementation and evaluation of the 'Building the Para Sport Family' project by the PNZ Project Lead will ensure the delivery of key outcomes within the PNZ Strategic Plan 2021 – 2032

KEY RELATIONSHIPS

Internal	External
PNZ Employees and Contractors PNZ Athletes' Council	PNZ Members Para athletes and coaches PNZ commercial partners and suppliers High Performance Sport NZ Sport NZ

KEY RESPONSIBILITIES

1. Leadership

- Provide strategic Para athlete and coach development advice to PNZ Senior Leadership Team (SLT), Chief Executive and Board.
- Provide guidance and support for wider PNZ team members as required.

2. Stakeholder management

- Develop an understanding of key Para sport organisations and work collaboratively
- 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.
- Support and maintain the relevant development athlete and coach data in conjunction with the Para Sport Pathway Manager within the PNZ CRM system.
- Create and implement a plan to ensure these key stakeholders receive regular communication from PNZ.
- Establish advisory group/s to ensure PNZ includes the voice of Para athlete and coach development stakeholders within planning and decision making.

3. Strategy implementation

- Lead the co-design of the Para Sport Collective needs with the PNZ Athletes' Council and National Sport Organisations (NSO) / National Disability Sport Organisations (NDSO).
- Engage sport science, coaching and other performance and wellbeing experts to design and deliver Para sport relevant material at a level that is impactful for Para athletes and coaches.
- Establish an inclusive identification and recruitment process for pre-HPAD Para athletes and coaches.
- Implement the Para Sport Collective.
- Regional Parafed organisations are connected to virtual resources, and the Collective Para athletes and coaches from their region to build their knowledge, capability and connection.
- Promote the Para Sport Champions programme to Para athletes.
- Drive the sourcing, adaptation, development and co-design of coaching resources.
- Engage coaching and other experts to deliver Para sport coaching relevant material.
- Work with Sport NZ to create online platform maximising accessibility of coaching resources
- Regional Parafed organisations are connected to Coach Development to use and promote the resources to coaches in their region.
- Para sport coaching resources are integrated into existing NSO coaching programmes.
- Robust monitoring and evaluation framework developed and implemented.
- Liaise with the PNZ Digital and Communications Manager to promote the Para Sport Collective and coaching resources.
- Support the PNZ Commercial Manager and PNZ Funding and Partnerships Manager in the development of commercial proposals and funding applications with robust project evaluation findings.

4. Special Projects

- Lead projects as identified and agreed.

5. 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, Education and/or Sports Science is preferable although not essential depending on experience.
- Demonstrated industry experience (5+ years) in pathway and coaching 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 non-disabled and Para sport pathways.
- Knowledge and understanding of High Performance 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.