



Position Description – Para Sport Project Coordinator

Title:	Para Sport Project Coordinator
Type:	2.5 year Fixed Term, 30 hours per week, Independent Contractor
Organisation:	Paralympics New Zealand (PNZ)
Reports to:	Strategic Engagement Manager
Direct reports:	None
Location:	Preference Auckland based. Other locations maybe considered

ORGANISATIONAL BACKGROUND

Paralympics New Zealand (PNZ) has championed Para sport in New Zealand since 1968. New Zealand's legacy of athletic performance at summer and winter Paralympic Games is not only world-beating, but more importantly, life-changing. PNZ is recognised by the International Paralympic Committee (IPC) as the representative body in New Zealand, responsible for developing, promoting and protecting the Paralympic Movement and supporting the international Paralympic Movement in recognising the value and power of Para sport. PNZ works together with members and partners to ensure equitable opportunities for Para athletes, providing strategic leadership through collaborative partnerships to strengthen and grow Para sport in New Zealand, and to lead teams to the Paralympic Games. PNZ believes we can collectively work together to 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.

PNZ Purpose: Transforming lives through Para sport in New Zealand.

PNZ Values: Leadership, Excellence and Advocacy.

PURPOSE OF THE POSITION

The PNZ Para Sport Project Coordinator will lead the implementation of the Para Sport Collective designed to support pre high performance Para athletes and coaches. 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.

Through strong leadership in the implementation and evaluation of the Para Sport Collective the PNZ Para Sport Project Coordinator will support the delivery of key outcomes within the PNZ Strategic Plan 2021 – 2032.

KEY RESPONSIBILITIES

1. Leadership

- Provide guidance and support in relation to the Para Sport Collective 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 Para sport.
- Support and maintain the relevant development athlete and coach data in conjunction with the Para Sport Pathway Manager within the PNZ CRM system.
- Implement a plan to ensure these key stakeholders receive regular communication from PNZ.

3. Strategy implementation

- Lead the implementation and coordination of the Para Sport Collective working 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.
- Implement a pre-designed inclusive identification and recruitment process for pre-High Performance Para athletes and coaches.

- Manage and implement the Para Sport Collective programme including all logistics such as presenters, facilitators, venue, travel and accommodation requirements.
- Ensure Parafeds or similar 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 Harvey Norman Para Sport Champions Programme to Para athletes within the Para Sport Collective with the support of the PNZ Education Lead.
- Lead the implementation of a robust monitoring and evaluation framework.
- Liaise with the PNZ Digital and Communications Manager to promote the Para Sport Collective.
- Support the PNZ Commercial Manager in the development of commercial proposals, funding applications and partner reporting with robust evaluation findings.

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.

KEY RELATIONSHIPS

The Para Sport Project Coordinator is expected to build and maintain positive and collaborative working relationships with a broad range of individuals and organisations. Key stakeholders are include but are not limited to:

Internal	External
<ul style="list-style-type: none"> • PNZ Team Members • PNZ Athletes' Council 	<ul style="list-style-type: none"> • PNZ Members • Para athletes and coaches • PNZ commercial partners and suppliers • High Performance Sport NZ • Sport NZ • Other stakeholders

Experience and Knowledge:

- Tertiary qualification and/or knowledge and/or experience in logistics, Sports Management, and/or Event Management, is preferable although not essential depending on experience.
- Demonstrated industry experience (2+ years) in pathway and/or coaching programmes, including stakeholder engagement.
- Experience working with tamariki and/or rangitahi is preferable.
- Understanding of Classification and its role in Para sport is preferable.
- Understanding of New Zealand sport and recreation system, in particular pathways is preferable.
- Knowledge and understanding of High Performance Sport New Zealand's strategies and approaches is preferable.
- Experience in influencing attitudes, behaviours and processes
- Full drivers' licence.

Skills and Attributes:

- Highly organised, well planned and efficient.
- Logistics mastermind.
- Excellent interpersonal and relationship building skills and attributes.
- 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
- Technology literate – including Microsoft.
- Willingness to travel and be available for weekend work.