



## JOB DESCRIPTION

**Position:** Administrator

**Location:** New Zealand

**Reporting to:** OWNZ Executive Group

### **Role Purpose**

The position assumes overall responsibility for the coordination of staff, volunteers and the day to day operations of Olympic Weightlifting New Zealand, providing support to the Executive Group and developing the business consistent with the OWNZ Strategic Plan and policies approved by the Board.

The role is full time (ie 35 hours per week) and requires additional weekend attendance at OWNZ sanctioned events where appropriate on a volunteer basis.

### **Major Accountabilities**

- Administrative duties for the Board including preparing and distributing Board Minutes, relevant papers and any other information requested
- Ensuring all relevant legal, statutory and contractual obligations are complied with
- Ensure all policies and operational procedures and systems are documented, implemented, monitored and reviewed
- Facilitate a good working relationship with all stakeholders within the weightlifting community
- The first point of contact for all matters related to Olympic Weightlifting New Zealand and the sport of weightlifting within NZ
- Work in conjunction with OWNZ President, particularly in relation to international communications from/with other national weightlifting federations, OWF, CWF and IWF
- Handle all communications from OWNZ members and liaise with other EG Members as necessary
- Manage media relationships
- Currently OWNZ does not have a Finance Officer – until that role is filled the Administrator is also responsible for paying bills and providing a monthly financial report for EG
- Develop financial budgets in conjunction with the OWNZ Finance Officer, manage and monitor financial performance against the Board approved budgets.
- Maintain and manage the OWNZ membership database
- Complete and submit Grant applications at the appropriate times
- Maintain Officials qualification pathways
- Communicate all competition plans and information to the weightlifting community. This includes the recruitment of clubs to host events, facilitating and supporting clubs in hosting the events (providing templates, advising on

schedules and contributing to the management of the event). It may also be necessary for the Administrator to host a competition on behalf of OWNZ.

- Manage the OWNZ website ensuring it is up to date
- Manage social media platforms
- Provide support to affiliated Clubs where necessary
- Provide administrative support to the various operational areas within the EG and the weightlifting community eg High Performance Manager, Anti-Doping, Masters, Secondary School, Team Managers.

### **Minimum Qualifications, Skills, Experience**

- Keyboard skills
- Excellent communication and listening skills
- Strong leadership and negotiation skills
- Exceptional organisational skills
- NZ Driver's Licence
- Although there is no pre-requisite for the Administrator to be an athlete, coach or OWNZ Official, an interest and involvement in weightlifting at some level would be preferable, with the intention of increasing your level of involvement as advantageous.

### **Key Internal and External Relationships**

**Internal** – OWNZ Board and Committees, Staff and Volunteers, Members and Stakeholders

**External** – Sport New Zealand and other sporting organisations, Funding Authorities and Sponsors, Media and Facility Providers

### **Remuneration**

Remuneration will reflect the skills and experience of the applicant.

However it is important to note that whilst OWNZ contributes a % of the agreed remunerated amount, the balance (and it is the majority of the amount) is sourced by the Administrator via community funding applications.

### **Location**

Whilst many stakeholders are located in Auckland and therefore living close to Auckland makes attending some meetings easier, an individual who lives elsewhere in NZ can also hold the role.

### **Application**

Please provide your CV and covering letter, which should include a personal statement of how you envisage your skills benefitting Olympic Weightlifting New Zealand to Emma Pilkington at [info@olympicweightlifting.nz](mailto:info@olympicweightlifting.nz)