

Position Description

Job Title:	Woman and Girls Manager
Location:	Auckland Region (Variable)
Reports to:	Community Sport Manager

Active's Vision, Mission, Strategic Priorities and Values: **Vision:** Auckland – the world's most active city

Mission: To collaborate, set direction and provide regional leadership for our sport and recreation communities

Strategic Priorities:

- More Aucklanders More Active
- Stakeholder Alignment & Sector Development
- Spaces & Places

Values:

- **GUTSY/KIA MĀIA:** we make transparent, bold decisions in pursuit of our vision **for Auckland**
 - **TEAM UP/KIA TŪ TAKITAHĪ:** we succeed by trusting and playing to each other's **distinctive strengths**
 - **RELENTLESS/KIA MANAWA PIHARAU:** we have the passion and perseverance to **achieve our goals**
 - **GO HARD/KIA KAHA:** we work with intensity, urgency and vigour
 - **PLAY IT STRAIGHT/KIA TĀKARO TŌTIKA:** we deal with the facts, focus on solutions, and treat everyone fairly and with integrity
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Background:

Auckland is a complex multi-cultural environment with many challenges, but also unparalleled opportunities to increase and sustain participation in sport and recreation. This has led to the establishment of the strategic response known as the '**The Auckland Approach to Community Sport**' which aims to create a world class community sport system in Auckland. Taking an 'ask-not tell' and 'co-creation' approaches, aligned to target populations and gender in geographic areas, with women and girl's participation being an important focus.

Job Purpose:

This role is as a change agent in the sector, leading Aktive's strategy to increase participation by women and girls in play, active recreation and sport.

It is a role that is responsible for devising and managing the implementation of Aktive's Women and Girls Strategy, as well as deploying personal influence and connections to achieve alignment by other regional and national organisations.

The role encompasses lead responsibility for the development of Aktive's policies, and the influencing of other organisations to adopt them

Accountabilities:

Strategy and Policy:

- Lead the development and implementation of Aktive's women and girls' strategic framework:
- Includes a strategy for the adoption of HERA by other community, regional and national organisations as one sub-section of this strategy
- Develop policies as part of the strategic framework, and engage with organisations at a governance and CEO level to see them adopted by others, including Auckland Council
- Develop appropriate resources and tools to support delivery partner organisations' strategic and policy alignment
- Monitor and report on the uptake of these strategies and policies

Investment:

- Develop, contract, manage and monitor and evaluate any investment made available to advance the strategy

Governance:

- Represent Aktive on targeted Boards and Advisory Group

Marketing and Communications:

- Develop thought leadership pieces for publication
- Oversee the development of integrated media campaigns
- Oversee brand development for relevant initiatives
- Ensure all organisations and individuals uphold brand values and guidelines for relevant initiatives
- Comply with Aktive's Brand, Marketing and Communication Guidelines and Framework.

Management:

- Contract Management provide robust contract management across the identified projects. Ensure all contract requirements, KPI's and accountability expectations are met
- Day to day management of contracts and roles associated with implementation
- Partnerships, broker and provide sector leadership across a wide partnership group e.g. RSTs, NSOs, RSOs, commercial providers Auckland Council, WISPA etc.

Delivery:

- Active roles, collaborate with specialist roles within Active e.g. Schools and Community Manager, Insights Manager, Targeted Populations Manager, Sector Development Manager, Spaces and Places & Government Relations Manager, Marketing and Communications Manager, Coaching & Talent Development Manager etc. in order to increase the impact of the projects
- Operating Systems; develop and implement appropriate operating systems ensuring operational and financial efficiency
- Best Practice; identify and share best practice
- Awards, ensure projects are entered for relevant awards

Reporting:

- Reporting; prepare detailed progress reports as and when required to funders, partners and Advisory Boards
- Data, collect relevant data for each initiative and project

Finance:

- Budget; operate within budget, maintain financial records and ensure cost effective delivery, and identify any potential oversights to the Community Sport Manager as early as possible
- Operating budget; establish an annual operating budget for each initiative/project.
- Funding Applications; make funding applications in relation to projects
- Financial; comply with Active's financial policies and procedures.

Relationships:

Establish and maintain effective relationships with key stakeholder's including e.g.

- Sport NZ
- WISPA
- HPSNZ – Women & High-Performance Sport Project Manager
- Funders, e.g. Foundation North, Lion Foundation, NZCT etc.
- RSTs
- Auckland Council
- NSOs, RSOs etc.
- Commercial providers
- Relevant international agencies

Experience and Knowledge:

- Minimum of 10 years' experience in leadership and project management capacities
- Demonstrable experience of devising strategy, and successfully leading implementation
- Governance experience as a Trustee or Director
- Knowledge and understanding of motivations and barriers to women and girls leading active lives
- Experience in planning, managing and prioritising multiple and competing tasks
- A relevant marketing, project management, governance, Institute of Directors, business or sports management qualification
- Experience and track record of successful advocacy and strategic alignment

Skills and Attributes:

- Proven strategic capability, with commercial and political nous
- Track record of successfully implementing strategy, comms and marketing to effect change in a target market
- Desire to take a lead and see results
- Strong planning, prioritising and organisational skills
- Ability to identify, build and maintain strong strategic relationships
- High level of energy to drive projects forward
- Good financial management skills
- Excellent verbal, written and presentation communication skills
- Ability to influence others to align
- Acts with integrity
- Collaborative and consultative communicator, with the ability to relate to people at all
- Ability to work autonomously and as part of a team
- Problem analysis and problem-solving skills
- Sound judgement and decision making
- Constructive approach to resolving differences of opinion
- Proactive, uses initiative
- Customer-centric with a "can do" attitude
- Flexible in approach to work, able to work both strategically and "hands on" operationally if necessary, with relevant attention to detail
- Resilient and able to cope under pressure
- Prepared to work flexible hours, including evening and weekend work.
- Knowledge of, and commitment to, the Treaty of Waitangi.

Other Duties:

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.