

## JUNIOR WORLD ORIENTEERING CHAMPIONSHIPS (JWOC) TEAM MANAGER

### Position Description

<b>Responsible to</b>	Orienteering NZ Council through General Manager
<b>Tenure</b>	<p>The appointment is for a 1 year + 1 year renewal.</p> <p>The Manager is expected to travel to the Junior World Orienteering Championships with the team.</p> <p>The Junior World Orienteering Championships will be held in Hungary 8-15 July 2018 and in Denmark 6 – 12 July 2019.</p> <p>(Travel to/from championships and pre-event training have not been included in these dates).</p>
<b>Purpose</b>	<p>The JWOC Manager is one of two officials appointed by Orienteering NZ to lead and manage a team of junior athletes selected to attend JWOC (the other official appointed is the JWOC Coach).</p> <p>The primary role of the JWOC Manager is to ensure all financial and logistical matters (both pre- and during JWOC) pertaining to New Zealand's participation at JWOC are attended to.</p>
<b>Personal qualities</b>	<p>Managing our JWOC team requires high-level communication skills in working in both group environments and in one-on-one situations. Relevant experience in leading, managing and/or administering sporting groups, or managing people within business/community organisations would be advantageous.</p> <p>An ability to manage finances, undertake advance planning and organisation, and report writing is required.</p> <p>A valid drivers licence is also needed, as driving the team for e.g. training prior to the competition will probably be required.</p>
<b>Remuneration</b>	<p>The position is voluntary in its nature.</p> <p>Orienteering NZ will contribute a set amount of money from its budget for JWOC. The amount budgeted will take into account the cost of airfares to and from the competition.</p> <p>(Note: beyond paying all team accreditation/entry fees, Orienteering NZ's emphasis is on supporting the officials. Athletes will also be asked to contribute towards the travel/accommodation costs of the officials.)</p>

## Principal Tasks & Performance Expectations

Organise travel, accommodation and other logistical details for team members as part of New Zealand representation

- ascertain and evaluate alternatives for travel to/from and accommodation at JWOC and associated pre-event competitions (eg car hire, acting as driver)
- determine numbers and make bookings as required
- ensure team members are aware of travel and accommodation arrangements (including passports, visas, inoculations, special food requirements etc when overseas)
- in conjunction with the General Manager, arrange ordering team uniforms

Administer the Team finances

- keep records of all income and expenditure
- inform team members as early as possible of their likely personal financial commitment for specific activities
- manage finances while outside New Zealand
- reconcile finances upon return to New Zealand

In conjunction with the Coach, foster team spirit within the squad

- encourage full participation in team activities
- encourage open discussion within the team but avoid individual dominance
- watch for any behavioural or other matters that may have a detrimental effect on the team
- be alert for any dissension within the team and quickly move to resolve it

Promote the purpose of the Team to Orienteering NZ members and the wider New Zealand public.

- provide information on team activities
- assist with publicising results/activities of the team
- work within any Orienteering NZ sponsorship obligations

Attend to such administrative tasks as necessary to ensure the effective functioning of the position

- Provide appropriate and relevant information received, to team members and Coach
- maintain records of correspondence
- liaise with other people/organisations as required
- provide a written report to the General Manager after the completion of the event

Applications for the position close: **Sunday 26 November 2017**

Applications to be sent to:

Catriona McBean  
General Manager  
Orienteering NZ  
[gm@orienteering.org.nz](mailto:gm@orienteering.org.nz)

