

WORLD ORIENTEERING CHAMPIONSHIPS (WOC) TEAM MANAGER

Position Description

- Responsible to** ONZ Council through General Manager
- Tenure** The appointment is for a 1 year + 1 year renewal.
- The Manager is expected to travel to the World Championships with the team.
- The World Orienteering Championships will be held in Latvia 4 – 11 August 2018 and in Norway 13-18 August 2019.
- (Travel to/from championships and pre-event training have not been included in these dates).
- The primary role of the WOC Manager is to ensure all financial and logistic matters pertaining to the NZ representative team's participation at WOC are attended to.
- Personal qualities** The position calls for detailed and longer-range planning, administration, report writing and interpersonal skills.
- Remuneration** The position is voluntary in its nature.
- Orienteering NZ will contribute a set amount of money from its budget for WOC. The amount budgeted will take into account the cost of airfares to and from the competition.
- (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.)

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 WOC 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

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

