

WORLD ORIENTEERING CHAMPIONSHIPS (WOC) ASSISTANT MANAGER

Position Description

Responsible to ONZ Council through General Manager

Tenure The appointment is for 1 year.

The Assistant Manager is expected to travel to the World Championships with the team.

The World Orienteering Championships (Sprint) will be held in Denmark 26-30 June 2022.
(Travel to/from championships and pre-event training have not been included in these dates).

The primary role of the WOC Assistant Manager is to work with the WOC Manager to ensure all financial and logistic matters pertaining to the NZ representative team's participation at WOC are attended to.

Orienteering New Zealand considers the appointment of the Assistant Manager a key appointment for ensuring the long-term depth of individuals capable of managing our elite teams on the world stage.

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 cover the international travel, accommodation, and food costs of the successful applicant while they are overseas supporting the WOC team in an official capacity.

Principal Tasks & Performance Expectations

In conjunction with the WOC Manager:

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 (e.g. 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

Application process

Applicants are asked to apply in writing the General Manager. Please include any information that may be supportive to your application. Once applications have closed, the appointment of the position will be made within two weeks.

Applications for the position close:

Friday 15th April 2022

Applications to be sent to:

Christo Peters
General Manager
Orienteering New Zealand
gm@orienteering.org.nz

