

## DRAFT POSITION DESCRIPTION

Note this position description will be reviewed by the ONZ Executive Committee in late January 2024 and may be updated at this stage.

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| <b>Appointed by:</b>    | Orienteering New Zealand Board                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reporting to:</b>    | General Manager                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Contract type:</b>   | This role is for an independent contractor, who will be responsible for their own tax, ACC, holiday, and sick pay. The reason for the position being an independent contractor is because it is a part time role, with significant flexibility. We see this being suited to someone who is already employed or contracted in other work, where this would be a part time role to complement other main income. |
| <b>Term &amp; hours</b> | We expect the role to be contracted for approximately 5-7hrs a week, with hours to fluctuate as required to meet agreed work demands.                                                                                                                                                                                                                                                                          |
| <b>Remuneration</b>     | Between \$25 and \$29 per hour                                                                                                                                                                                                                                                                                                                                                                                 |

### Background

Our vision for Orienteering in New Zealand is “To enrich lives through the fun, adventure, challenge, achievement, and community that orienteering provides”. Whilst arguably still a niche sport, orienteering has continued to grow over many years, increasingly being seen as a great sport for people of all ages and abilities to participate in and enjoy. The Event Liaison position is fundamental to ONZ’s role supporting clubs to run events and ensuring the continued smooth running of our sports major events.

### Key competencies/personal qualities:

The position is suited to someone familiar with orienteering event management. To achieve the expected outcomes, we envisage the successful candidate would have the following qualities:

- Clear and effective communication
- Skills and experience in orienteering event management
- Ability work collaboratively with key ONZ staff, the GM, and Clubs to achieve outcomes
- Good networker and linker (links people to information and resources)
- IT/Digital savvy – comfortable with making website changes, the google platform, apps, able to navigate the digital environment and maximize the benefit digital tools can provide.
- Ability to set and meet deadlines and remain task focused
- A passion to make a difference to the sport

**Key expected outcomes:**

- Major events - Liaise with IOF over WRE (Eventor), maintain events listings on ONZ website, lead annual allocation process, work with Technical Committee to ensure that information is passed on to event hosts/key parties, assist clubs with event listing challenges.
- Membership database - Oversee the annual rollovers of clubs & ONZ, provide annual reports as needed by GM/Council, Communicate any system updates to clubs.
  - Major secondary school events - Work with host clubs to ensure events are sanctioned, health and safety plans are completed and submitted, post-match reports are submitted to School Sport New Zealand.
- Junior camp - oversee registrations, data collection, provide administrative support to clubs and GM.
- Safety management plan - collect and pass on health and safety reports to GM, maintain ONZ's H&S information and ensure that it remains current.
- Resources - Collect, maintain and share event related digital resources

We recognise that the hours for this role will fluctuate throughout the year and that 5-7 hours is an indication of what we expect hours to be averaged over an average year.

Need more information?

Email or call Christo Peters, General Manager on 027 714 0915 or [gm@orienteering.org.nz](mailto:gm@orienteering.org.nz)

How do I apply?

We would welcome hearing from people who have an interest and passion in this area, who understands orienteering. If you are interested get in touch, and/or send your CV and a brief covering letter to [gm@orienteering.org.nz](mailto:gm@orienteering.org.nz)

**Applications close 28 February 2024**