

MAJOR EVENTS ADVISOR POSITION DESCRIPTION

Appointed by:	Orienteering New Zealand Board
Working with:	Clubs, ONZ Event Liaison, ONZ General Manager
Reporting to:	General Manager
Contract type:	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.
Term & hours:	We expect the role to be contracted for approximately 5hrs a week, with hours to fluctuate as required to meet agreed work demands.
Remuneration:	Up to \$5,000 per between appointment and 31 December 2025 (approximately 143 hours at \$35/hr)

The Major Events Advisor Role

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, with increasing numbers and visibility on both the local and world stages.

The major event advisor provides support to major event organisers, linking them to information and resources that make their roles easier. The role does not do the work of major event organisers, but provides advice and ensures they are able to come to grips with their roles quickly, and are able to have the right things in place when planning major events. The role acts as a link between major event organisers over consecutive years, enabling knowledge and resource transfer, rather than organisers reinventing the wheel for each major events.

Role dimensions:

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- Once major events are allocated, makes early contact with host club and provides advice on establishing an organising group and plans.
- Establishes relationship with event organiser, and agrees contact/meeting schedule
- Works with host club on an MOU which sets out roles and responsibilities of host club and ONZ
- Provides advice and guidance on budget setting, and associated financial considerations, including setting of entry fees
- Provides advice on grant applications which could support major event budget

- Provides access to planning documents, and event templates such as budgets, embargo notices, bulletins, safety notices etc
- Ensures any questions or issues relating to technical matters, and event standards are directed to Technical committee
- Liaises with Orienteering Australia regarding the selection of Aus-NZ Challenge teams
- Liaises with Performance Leader and Technical Committee around the allocation of World Ranking Events (WRE) at Major Events to ensure that application deadlines are met and clubs are supported in hosting these.

Need more information?

Email or call Christo Peters, General Manager on 027 714 0915 or 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

Applications close Friday 31 January 2025