

Volleyball New Zealand/Poirewa Aotearoa

Beach Competitions Manager - POSITION DESCRIPTION



Position title:	Beach Competitions Manager
Reports to:	TBC
Location:	Auckland and/or remote working
Position type:	Full time

PURPOSE

To oversee and manage all aspects of Beach Competitions within the organisation, ensuring the smooth operation of success of these events. To work effectively and collaboratively with participants, officials and stakeholders – enhancing the overall experience of all beach competitions.

SPECIFIC DUTIES & RESPONSIBILITIES

- Develop and implement a comprehensive competition schedule for international, domestic and regional beach events, in collaboration with relevant stakeholders
- Coordinate and manage the registration process for teams and individuals participating in beach competitions
- Liaise with venue providers to secure suitable facilities for beach competitions, ensuring they meet the required standards and regulations
- Deliver and oversee the scheduling of matches, including assigning officials, managing fixture changes, and resolving scheduling conflicts
- Ensure adherence to relevant competition standards, rules and regulations, including those of the FIVB, addressing any disputes or disciplinary issues that may arise via appropriate processes
- Collaborate with Regional Association staff and volunteers and other stakeholders as appropriate to deliver competitions and events
- Manage the communication with participants, providing timely and accurate information about competitions, fixtures and results
- Collaborate with Coach Development and Referee Development staff to ensure appropriate incorporation of Coach and Referee education and service delivery is developed, implemented and maintained within beach competitions
- Collaborate with marketing and communications teams to promote beach competitions and increase participation
- Monitor and evaluate the success of beach competitions, gathering feedback from participants and stakeholders to identify areas for improvement
- Manage the budget and funding allocations for beach competitions, ensuring resources are allocated effectively and efficiently
- Stay up to date with industry trends and best practices, incorporating new approaches and technologies as appropriate
- Collaborate with other staff members in the development and operation of new formats of competition and events including but not limited to grass volleyball, sitting volleyball, snow volleyball and any other opportunities which

arise

- Undertake any additional duties as directed by the Head of Participation and/or Chief Executive Officer

GENERAL DUTIES & RESPONSIBILITIES

- Commitment to upholding principles of Te Tiriti o Waitangi and developing individual and organisational cultural competency
- Be punctual and work the hours and times specified
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard
- Support and help develop a positive workplace culture
- Demonstrate excellent interpersonal communication skills
- Responsibly manage all business resources within accountability levels
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business
- Promptly undertake to complete all reasonable and lawful instructions and directions given
- Comply with all employment obligations and serve the organisation in good faith, promoting and protecting the organisation's best interests
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace
- Collaborate and support other staff in delivery of competitions and events where required, including Indoor Competitions Manager

SKILLS, EXPERIENCE & EDUCATION

- Bachelor's degree in Sports Management, Recreation, or a related field
- Proven experience and success in managing sports competitions
- Strong organisational and multitasking skills, with the ability to manage multiple competitions simultaneously.
- Excellent communication and customer service skills, with the ability to interact effectively with participants, officials, and stakeholders
- Knowledge of relevant sports rules and regulations, with the ability to interpret and apply them in a fair and consistent manner
- Experience in managing a team of officials or volunteers
- Proficiency in using competition management software and systems
- Sound understanding of risk management principles and practices
- Ability to work under pressure and meet deadlines
- Availability to work evenings and weekends, as required by competition schedules
- New Zealand Driver's License