

Position Description

Role: QEL administrator and Module delivery, full time role

Location: Auckland

Office: 517 Mt Wellington Highway, Mt Wellington, Auckland

Reports to: Manager Quality Events Limited

Key primary relationships:

1. Manager Quality Events Limited
2. Event and referee coordinator Quality Events Limited
3. Referees and officials for Modules and competitions

Purpose:

1. The purpose of this role is to provide administration and Module delivery services for Quality Events Limited

Key accountabilities

Touch Modules

- Coordinate specified Touch Modules as directed by the Quality Events Limited Manager
- Coordinate the referees for specified Touch Modules as directed by the Quality Events Limited Manager
- Support the delivery of all other events and tournaments as directed by the Quality Events Limited Manager

Administration

- Develop the annual Quality Events Limited budget in partnership with the QEL Manager and the finance team
- Deliver the Touch Module registration process through the Touch New Zealand online registration system and with relevant Provincial Associations.
- Deliver and communicate Draws for each week of competition using the approved draw system.
- Deliver and communicate a results and points table for all relevant Modules on a weekly basis.
- First point of contact for Quality Events Limited
- Module enquiries and requests are addressed and met within an appropriate timeframe as part of delivering a quality customer service
- Ensure Modules have all required resources, equipment, and Touch balls as required and sourced through approved providers and directed by the QEL Manager
- Support delivery of communication platforms such as social media, webpage, and newsletters under the direction of the QEL Manager
- Support delivery of accurate financial reporting through the finance team and in partnership with the QEL Manager, including identifying following up and collection of Module fees

Person Specifications

- Demonstrated experience in leading coordinating and assisting in delivery of sport programmes, Modules and competitions
- Sound MS Office and database management skills.
- Experience and understanding of relevant draws and systems and packages
- Excellent organisational, planning and administration skills
- Excellent verbal and written communications skills, with the ability to relate to a wide range of people across a span of situations.
- Excellent relationship management skills; effective internally, externally, and across all levels of the organisation.
- Experience in managing and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results, often under time pressure.
- Experience in working with volunteers
- Knowledge of, and commitment to, Te Tiriti o Waitangi
- Experience in delivering sports modules, and specifically Touch Modules is an advantage