

Tennis New Zealand Incorporated

JOB DESCRIPTION

JOB TITLE

Regional Tennis Organisation Development Manager

PURPOSE

Working in the Sport Development Team, The Regional Tennis Development Manager is a new role and will be pivotal in supporting the growth and development of the sport through our Regional Tennis Organisation's. This role focuses on enhancing the capabilities and capacity of Regional Tennis Organization's (RTO) across key areas both strategically and operationally.

SPECIFIC DUTIES & RESPONSIBILITIES

Main Responsibilities

Modernising Tennis Plan

- Provide guidance and support to RTOs in the development and implementation of constitutional changes as required by the new Incorporated Societies Act and TNZ's governance proposal changes.
- Assist RTOs in adopting and integrating modern technology systems and tools to enhance operational efficiency, communication, and service delivery.
- Ensure that staff and volunteers within RTOs receive adequate training and support to effectively utilize new technology systems and tools, fostering a culture of innovation and continuous improvement.

Network Growth and Development

- Provide guidance and resources to enhance the capability and capacity of RTO staff and/or volunteers, including connection, workshops and forums across the network.
- Work closely with the Club Support Manager around the ongoing support and development of clubs, and the role RTOs can play in this.
- Collaborate with and support RTOs to identify areas for growth and development of the sport in their area, assisting to implement strategies addressing them effectively.
- Act as a conduit between RTO's to share success stories, ideas and initiatives that can benefit the network as a whole.
- Support RTO's with facility planning and management issues to ensure viability and sustainability moving forward.

Governance and Strategy

- Engage with RTO boards and committees to provide guidance on governance structures, policies, and procedures.
- Support RTOs in implementing effective governance practices, including transparent decision-making processes, financial management, and accountability mechanisms.
- Facilitate training and capacity-building initiatives for RTO boards and committees to enhance their understanding of governance principles and their role in driving organizational success.
- Work with RTOs on strategic thinking, alignment to the National Framework and best practice governance models to ensure effective leadership across the regions.

Advocacy and Policy Support

- Support RTOs with any new policy adoption, implementation, training, and guidance out to clubs
- Work as an advocate and relationship builder with local council and funding bodies for RTO's
- Offer National policies and safeguarding support for RTOs

GENERAL DUTIES & RESPONSIBILITIES

- 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.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' 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.

Key Relationships

- All Tennis New Zealand staff.
- All RTO and Local Tennis Partner staff.
- Sport New Zealand.
- Regional Sports Trusts.
- Tennis Club administrators.

SKILLS, EXPERIENCE & EDUCATION

Personal Attributes:

- Positive and enthusiastic attitude.
- Desire to be in the community close to the action.
- Excellent written and verbal communication skills.
- Team player.
- Committed to a 'win-win' way of working with people.
- Details focused.
- Proven organisational skills.
- Creative and broad thinker.
- Able to build positive relationships with a variety of stakeholders.
- Eager to take ownership and be held responsible.

Knowledge and Experience:

- Previous experience in change management and strategic thinking.
- Experience in project management.
- Experience in co-design and a nationally led, locally delivered approach.
- Experience in public speaking and presenting to large groups.
- Experience in supporting non-profits in commercial and grant applications

QUALIFICATIONS

ESSENTIAL:

- Full Driver License.
- Must be legally entitled to work in New Zealand.

PREFERRED:

- Relevant Tertiary qualification.
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