

Job Description – Community Competitions Manager



POSITION DETAILS

Title: Community Competitions Manager
Reports to: Auckland Hockey General Manager and CEO
Location: LEP and working remotely
Hours: 37.5 hrs per week flexible (not 8.30am to 5pm)

PURPOSE

Vision: To be New Zealand's best Hockey Association
Purpose: To provide Auckland Hockey stakeholders with a quality hockey experience
Values: Excellence, Passion, Integrity, Collaboration.
Purpose of position: To ensure admin and competition support is provided to both the General Manager and CEO.

KEY RELATIONSHIPS

Internal: Auckland Hockey GM, CEO and Staff, Regional Performance Centre and Rep Coaches.
External: HNZ Staff, AKH Club and School Coordinators/Secretaries/Club Captains, NHHA Operations Manager, College Sport Auckland, Auckland Hockey Umpires Association, Competition/Database Providers.

KEY RESPONSIBILITIES/TASKS

Admin and Competition Support	<ul style="list-style-type: none">. Support General Manager in charge of senior, Junior, Youth, College Sport and Summer competitions. Adminstrate draws, match cards, results, penalty cards, registrations. Junior, Youth and Senior Rules/Handbooks. Support Masters representative teams. Internal and external Turf Bookings and Fees invoicing. Support CEO and GM with Exec Assistant duties. Website and Social Media Comms. Attend meetings with external and staff as needed. Any other responsibilities/tasks agreed
Facility/Event Support	<ul style="list-style-type: none">. Coordinate turf bookings with water and lights. Be available at LEP at least 2 days per week (Mon & Fri). Provide event support for significant events eg Tournament Hosting, Opening Weekends and Finals as required.
Health and Safety	<ul style="list-style-type: none">. Demonstrates commitment to the health and safety of oneself and others.. Takes reasonable care to keep oneself and others safe while at work, taking reasonable care that no action or inaction causes harm to any person in the workplace.



**AUCKLAND
HOCKEY**

EXPERIENCE/ KNOWLEDGE AND SKILLS

People/ Management

- Be able to develop rapport with a wide variety of people/ stakeholders from different backgrounds.
- Builds and maintains effective relationships with stakeholders.

Communication

- Excellent verbal and written communication skills
- Listen to the needs of the stakeholders

Teamwork

- Ability to have effective working relationships with colleagues
- Readily and willingly shares information and supports the work of others
- Performs other duties that are reasonable, in line with the position and within the employee's capabilities.
- Attend significant Auckland Hockey events

Technology

- Excellent Microsoft Office skills
- Ability to use (or quickly learn) database, competition software, website and social media tools

Hockey

- Experience in Hockey Competition Administration and/or Community Sport in Auckland and/or New Zealand.