

Western BOP Principals Association

POSITION DESCRIPTION



Position Title	WBOP Primary School Sport Director	
Status	Fulltime	
Location	Tauranga	
Coverage Area	Western Bay of Plenty	
Salary Range	\$50,000 - \$60,000 + Car	
Reports to	WBOP Principal Executive	signature _____
Base School	Pillans Point School	signature _____

SECTION 1 — POSITION EXPECTATIONS

Reason Position Exists:

To provide as many opportunities for Western Bay of Plenty Primary School children to be actively involved in sports and recreation activities throughout a school year.

This Position is responsible for:

Managing and coordinating the Western Bay of Plenty Primary School and year 7-8 school sport opportunities; development opportunities for teachers and volunteers and providing support to individual schools in the development and delivery of school sports programmes.

Key Messages

- We want all young people in the Bay of Plenty to have opportunities to represent their school in a sport that they love.
- We want our local sports organisations to understand and meet the specific needs of schools and their students
- We want schools to tap in to the huge potential that quality sport opportunities offer for engaging young people and enhancing educational outcomes.
- We want to foster sporting environments where children develop a love for sport that will lead to lifelong participation.

SECTION 2 — POSITION SPECIFICATIONS

<p><u>FORMAL QUALIFICATIONS:</u></p> <p>Desirable</p> <ul style="list-style-type: none"> Degree or Diploma in Sport Management and or experience in event management <p>OR</p> <ul style="list-style-type: none"> Registered Teacher (Primary or Secondary) with a passion for sport and event management
<p><u>SKILLS:</u></p> <p>Desirable</p> <ul style="list-style-type: none"> Excellent presentation skills, time management and professionalism. An understanding of how to develop and maintain effective relationships with schools, community and sporting personnel. Understanding the primary school environment Financial Management Conflict Resolution Good Mediation skills Planning skills Facilitation skills
<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> Demonstrated ability and experience in the development of sporting events and programmes
<p><u>PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES:</u></p> <p>Professionalism</p> <p>Innovation</p> <p>Passion</p> <p>Problem Solver</p> <p>Communicator</p> <p>Team Player</p>

SECTION 3 — POSITION DIMENSIONS

MOST FREQUENT CONTACTS	
<p><u>Internal:</u></p> <p>Principal of Host School</p> <p>Staff of host school</p>	<p><u>External:</u></p> <p>Schools – Primary and Year 7 & 8 schools</p> <p>Wider Education Sector</p> <p>Regional Sports Organisations</p> <p>Clubs</p> <p>CoachForce</p> <p>Go4it Co-ordinators</p>

SECTION 5 — POSITION ACTIVITIES

Key Priority Areas	Key Workstreams	What we will do
Regional Leadership An influential organisation providing regional leadership	Advocate and influence decision makers to ensure that sport and recreation is a priority	<ul style="list-style-type: none"> To promote, profile and advocate for Primary school sport through positive, effective partnerships with all stakeholders including schools, clubs. Present to the WBOP Principals Executive at each of their meetings Liaise with Key Stakeholders
	Connect the sector through sharing knowledge, information and insight	<ul style="list-style-type: none"> Provide regular newsletters to schools including information regarding sporting activities, events, and other relevant information to each school. Ensure that the Western BOP Principal Sport page within their website is up to date with current information.
Community Sport Modern and effective delivery of community sport	Improve the delivery, variety and priority of sport within the school setting	<ul style="list-style-type: none"> Develop and maintain an effective and positive relationship with principals, sport coordinators and teaching staff Work alongside the schools to develop, coordinate and manage an annual sporting calendar that offers quality experiences through a variety of sporting opportunities from multi sport tasters through to pathways to increase participation. Ensure that there are effective systems in place to mitigate risk in the delivery of all events. Ensure that feedback from events is collated and results evaluated. Recommendations made where appropriate. Lead the annual review of this calendar with schools to identify new initiatives or improvements to enhance the delivery of sport. Work alongside sports coordinators or other key personnel in schools to implement new initiatives to increase participation in sports and to enhance their sport programmes. Provide support to the EBOP and CBOP Primary School Sport Directors in the delivery of events across the BOP as required and work alongside the Secondary School Sports Director for year 7-8 events that are aligned to the secondary school programme. Work alongside the wider Sport Team to assist with the development of sport in the region.
	Increase the number and quality of volunteers especially coaches	<ul style="list-style-type: none"> Coordinate opportunities to develop and enhance the skills of Teachers, Sport Coordinators, Coaches and Officials to deliver quality sporting opportunities.
Health And Safety	Ensure health and safety is paramount for each of the events that is assisted by this position	<ul style="list-style-type: none"> Have a current first aid certificate Ensure robust systems are in place for each events risk management Complete risk assessment and mitigation for each event
Financial and Asset Management	Ensure the events and needs of this role are	<ul style="list-style-type: none"> Establish each events income and expenses Use of Xero accounting system to invoice and receipt payments from schools for events

	financially viable.	<ul style="list-style-type: none">• Liaise with lead Principal/host school Business manager on financial matters of significance• Seek funding and sponsorship where appropriate for events and or equipment to support the success of events and activities.
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