

Events & Competitions Coordinator

Support the Head of Events and Competitions and Events and Competitions Lead in the coordination and management of netball competitions across New Zealand.

- Focus on administrative tasks, logistical planning and ensuring the smooth operation of events and competitions.
- This is a crucial role in assisting with the successful delivery of events and competitions, providing organisational and operational support.
- High energy role with some weekend / irregular hours required around events.

About the Company:

Netball stands proudly as New Zealand's largest female participation sport, with a remarkable 100-year legacy of community connection, fun and competition - from the grassroots of schoolyards through to international successes of the Silver Ferns.

As kaitiaki of this iconic sport, Netball NZ leads the vision, organisation and development of netball throughout Aotearoa. From nurturing grassroots growth to championing international excellence, Netball NZ drives its vision through comprehensive programmes for players, coaches, umpires, and officials, ensuring netball remains the sport of first choice for Kiwis.

With over 148,000 registered members and 300,000 passionate participants each year, Netball NZ supports five zones and 83 Netball Centres in delivering the game to communities nationwide.

In an evolving global sporting landscape where competition for attention is fiercer than ever, Netball NZ is committed to staying ahead of the game. By embracing the digital age and putting customer experience at the heart of its strategy, it's ensuring netball remains vibrant, relevant, and deeply connected to its fans.

About the Role:

This role is key in supporting the events team in the delivery of iconic netball events in the sporting landscape. As NNZ undertakes a transformation across the wider marketing & events team, this is a really exciting time to be joining the organisation.

Reporting to the Head of Events & Competitions you will help bring the event strategy to life.

Key responsibilities include;

- Administration support - assist the Events & Competitions Lead in the day-to-day administration of netball competitions, including scheduling, data entry, and managing communications with teams, officials, and stakeholders.
- Event Coordination - assist in the planning and execution of netball competitions and events.
- Stakeholder Liaison - communicate with teams, officials, volunteers and venues to ensure all stakeholders are informed and kept up to date.
- Logistical support – organise travel, accommodation and other logistical arrangements for teams, officials and staff involved in competitions.

About You:

As a passionate, administrative superstar you will possess significant planning skills, be proactive, and solution focused.

- You'll have attention to detail, love working in a team environment and helping others succeed.
- Experience in events or sports administration, or a similar role.
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- Calm, confident and ability to prioritise workload.

Are you looking for a new challenge in 2025 – come and join the team at Netball NZ.

See job description for more details.

Send your CV and cover letter to applications@netballnz.co.nz by the 22nd of January 2025.