



POSITION DESCRIPTION

Position Title:	Events & Competitions Coordinator		
Work Area:	Events	Reports to:	Head of Events & Competitions
Primary Location/s:	Central Park, Level 4, Building 5, 666 Great South Road, Ellerslie, Auckland		
Employment Status:	Permanent Full Time		

Primary Purpose of Position	
<p>The Events & Competitions Coordinator will support the Head of Events and Competitions and Events & Competitions Lead in the coordination and management of netball competitions across New Zealand. This role focuses on administrative tasks, logistical planning, and ensuring the smooth operation of events and tournaments. The Events & Competitions Coordinator plays a crucial role in assisting with the successful delivery of competitions, providing organisational and operational support.</p>	

Responsibilities & Measures	
Key Accountabilities	Critical Factors
Administrative Support	<ul style="list-style-type: none"> 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. Maintain all databases and accurate records of competition registrations, results, and standings. Support the preparation of competition-related documentation, including rules, regulations, and policies. Help manage communication between the competition teams, officials, and event staff to ensure clarity and organisation. Ensure all correspondence has correct NNZ branding. Coordinating incoming calls and respond to event info line and general enquiries. Identify and recommend administrative functional/system improvements to allow greater efficiency where possible.
Event Coordination	<ul style="list-style-type: none"> Assist in the planning and execution of netball competitions and events, including securing venues, managing equipment, and coordinating logistics. Coordinate the registration and entry processes for teams and participants, ensuring all required information is collected and processed. Work with on-site coordination during competitions, acting as a point of contact for teams, officials, and volunteers.
Stakeholder Liaison	<ul style="list-style-type: none"> Communicate regularly with teams, officials, volunteers, and venue staff to ensure all stakeholders are informed of competition details, changes, and requirements. Respond to inquiries from teams, officials, and other stakeholders regarding competition details, schedules, and logistics. Collaborate with other internal teams, including marketing, events, commercial and community teams, to ensure competitions are promoted and delivered effectively.
Logistical Support	<ul style="list-style-type: none"> Organise travel, accommodation, and other logistical arrangements for teams, officials, and staff involved in competitions. Manage inventory of event and competition equipment. Ensure that all competition facilities meet required standards for health and safety, and that any issues are addressed promptly.

Compliance and Risk Management	<ul style="list-style-type: none"> Assist in ensuring that all competitions comply with relevant rules and regulations, including competition guidelines, health and safety standards, and legal requirements. Help manage risk by identifying potential challenges and working with the Competitions Lead to develop contingency plans.
Financial Management Support	<ul style="list-style-type: none"> Assist with the budgeting and maintain accurate financial tracking of competition expenses, ensuring costs are monitored and documented accurately. Manage the reconciliation of invoices, expense claims and payments related to competition venues, supplies, and services.
Post-Event Evaluation	<ul style="list-style-type: none"> Assist in gathering feedback from participants, officials, and stakeholders following competitions to identify areas for improvement. Help compile post-event reports, including attendance figures, financial performance, and competition outcomes.
NNZ Administration Support	<ul style="list-style-type: none"> Part of the Office Administration team providing support for NNZ Office (a range of small tasks relating to administration and office management).

Key Relationships

Internal	External
NNZ Staff	Zone CEO's and Team GMs Commercial partners Funding partners National suppliers/procurement World Netball and other national association Commercial teams Umpires and officials International Teams

Staff Reporting

Paid	Volunteer
Nil	Event Volunteers

Delegation of Authority

As per NNZ approved budget and within approved DFA

Core Competencies, Skills & Qualifications/Experience

Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> Proven experience in event coordination, sports administration, or a similar role. Strong organisational skills with the ability to manage multiple tasks and deadlines. Excellent communication and interpersonal skills, with the ability to work with a wide range of stakeholders. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and event management software. Knowledge of or experience in netball or sports management is an advantage. Ability to work independently and as part of a team in a fast-paced environment.
Leadership & Strategic Ability	<ul style="list-style-type: none"> Strong stakeholder management and interpersonal skills that generate mutual respect and trust Calm, confident, decisive and objective, especially under pressure Strong sense of accountability and desire to deliver against goals Comfortable giving and receiving constructive feedback to enhance performance Provides appropriate, innovative and effective recommendations to Senior Management Skilled at determining important issues, prioritising and multi-tasking Incorporates long term planning skills in making pre-emptive, strategic decisions

Business & Commercial Acumen	<ul style="list-style-type: none"> ● Detailed knowledge and application of business policies, processes, practices, trends and information ● Willingness to be accountable and measured on performance ● Accepts legal and fiduciary responsibilities ● Networks effectively in the netball world and in the wider national sports and business scenes ● Understands the management environment and disciplines ● Contributes to competitive and innovative event strategies, brands and plans
Communication & Interpersonal Skills	<ul style="list-style-type: none"> ● Detail-oriented and highly organised, with a proactive approach to tasks. ● Strong problem-solving skills and the ability to adapt to changing circumstances. ● A team player with a positive attitude and a commitment to delivering high-quality competition experiences. ● Ability to work flexible hours, including weekends and evenings, during competitions.
Empathy & Passion for Sport	<ul style="list-style-type: none"> ● Appreciates the finer points of participating and competing ● Makes decisions with the best interest of sport in mind ● Has a good knowledge of sport in general and netball in particular

Other	
Given the demands of this role, and the nature of working in sport, work outside standard working hours will be required in the evening and weekends	