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| **Position Description**  **Community Development Manager - Youth & Coaching** | |
| **Employer:** | Equestrian Sports New Zealand |
| **Position Title:** | Community Development Manager – Youth & Coaching |
| **Reports to:** | General Manager – Community |
| **Position Type:** | Location – Flexible  40 hours per week (Monday to Friday) |
| **Job Purpose:**  To lead and manage a pathway that enables coaches to progress through a structured, supported and monitored programme that will create high quality coaches across all levels of Equestrian Sports in New Zealand.  To be responsible for implementing a Youth Strategy (including a ESNZ Youth Council) and further develop, implement, and deliver the Equestrian in Schools Programme. | |
| **You will have:**   * Excellent project management skills * Exceptional relationship building skills * A passion to make a change for existing and new members of ESNZ * Problem solving skills * Exceptional attention to detail * Strong time management skills * Ability to remain calm under pressure when dealing with project management issues or delays * A passion for Equestrian sport (desirable but not essential) | |
| **Key Relationships:**   * CEO * General Manager – Community & Finance & Operations * Other ESNZ Staff * Discipline Sport Managers (Jumping, Dressage, Eventing, Endurance and Para-Equestrian). * ESNZ Members, Owners, Breeders, Area Group Secretaries, Affiliates and Online Entry Providers | |
| **Position Outcomes** | |
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| **Specific Responsibilities – Coaching**   1. Lead the realignment of the strategic coaching development plan to achieve a structured, sustainable coach development programme across equestrian sport in New Zealand. 2. Form clear, strong, and productive relationships with NZPCA and all relevant industry stakeholders pertinent to equestrian coaching and coaches, including a connection to HP coaching 3. Review, redevelop and implement coaching resources to support coach development and the ESNZ Coach the Coaches programme 4. Develop, implement, and manage a coaching development model to act as a strategic framework for the sustainable delivery of coach education and training programmes involving the coach development process, tutor recruitment, training and retention and communication and public relations activities. 5. Lead the development, presentation and recommendation of policies and procedures in all areas relating to Coaching and Coach Development. 6. Lead a feedback forum processes to support the review cycle of the Coaching Development Programme. 7. Lead the development and provision of outstanding Coach development seminars and training forums.   **Specific Responsibilities – Youth**   1. Codesign and collaborate with GM – Community & National Manager – Strength & Adapt to develop and produce a Youth Strategy 2. Consult and explore the options to develop a Youth Council 3. Develop and manage a Youth Council 4. Develop a strong working relationship with Secondary School Sports Association 5. Build strong relationships with schools to ensure strong youth engagement and participation across the school’s programme and wider equestrian disciplines 6. Grow, implement, and deliver in partnership with NZPCA the Equestrian in Schools Programme 7. Produce regular progress reports and evaluation 8. Work with Communications and Marketing manager to ensure strong and positive exposure | |
| **Personal Specification** | |
| * Conviction and courage to challenge status quo * Relationship management to build collaboration and codesign * Agility and ability to quickly respond to change and adapt * Able to manage own workload and time to complete tasks effectively and efficiently * Demonstrable ability to accurately manage data and information. * Capable user of computer technology including Excel, Word, Outlook, and database programmes including the ability to learn new programmes quickly. * Willing and co-operative team player/member. * Enthusiastic outlook and willing to go the extra mile. * Knowledge of Equestrian sport/horse industry would be helpful but is not essential. | |