



## **Athletics Wellington**

Athletics Wellington is the regional sports body responsible for the promotion and development of athletics in the greater Wellington region. The Athletics Wellington region stretches from the shores of Wellington to Eketahuna in Wairarapa and Ōtaki on the Kāpiti Coast and consists of 27 clubs and over 2,500 members.

Our vision is to grow opportunities for Wellingtonians to participate in and enjoy athletics. This vision incorporates all aspects of the sport from participation to coaching, officiating, and volunteering. Athletics Wellington is excited to begin developing our new strategic plan for the next 5 years.

## **The role**

Newly established by the Athletics Wellington Board, the General Manager role will drive the regional development and promotion of the sport. Leading day-to-day operations of the organisation, the General Manager will play a pivotal role in helping the Board to develop and implement our new strategic plan.

To be considered for this role, you will need to be a dynamic self-starter that has a passion for sport and providing our members with quality experiences. You will have the ability to swiftly build relationships with a wide variety of key stakeholders to maximise the benefits for the sport.

## **Key skills and experience:**

- Excellent people management skills
- Strong written and verbal communication skills
- Good time management and organisational skills
- Understanding of the sport and recreation sector and enthusiasm to learn about athletics
- Ability to create informative and engaging Facebook, Instagram, and Twitter posts
- Ability to be innovative and think outside the box
- Intuitive computer skills
- Experience with funding applications and budgets would be beneficial
- Self-motivated
- Ability to work flexible hours when necessary
- Current drivers licence

This is a full-time, work-from-home role, with a flexible working week as some duties will occasionally be carried out during weekends and evenings. Candidates would preferably be based in the Wellington region.

To apply, please send a cover letter and your CV to [board@athleticswellington.org.nz](mailto:board@athleticswellington.org.nz)

Applications close at 5pm on Sunday, 24th January 2021

For further information and a full job description, please contact Jake Inwood, Board Chair, [board@athleticswellington.org.nz](mailto:board@athleticswellington.org.nz)