

# Sport Development Officer

## Position Description



**Position type** 40 hours per week, inclusive of two weekend days (usually 1 Saturday and 1 Sunday across different weekends) per month.

**Position term** 12 months Fixed Term

**Office location** Ākau Tangi Sports Centre, Kilbirnie, Wellington.

## Background and Context

dsport is a charity managed by a board of elected volunteers and has approximately 200 members aged 5-years and over.

Our vision is for Wellington to be a diverse and inclusive region. dsport is underpinned by the principles of inspire, enable, achieve.

We inspire disabled people to believe in themselves. To aspire to being involved in sport and active recreation. To dream.

We enable disabled people to get into sport and active recreation. We don't believe in can't. Rather how can we. How can we make this fun and make this work? We persevere and we build strength collectively.

But more importantly, our members achieve. They overcome adversity, find work-arounds and creative solutions to achieve. And for some, they will achieve their dreams.

dsport covers Wellington, Kapiti Coast, Hutt Valley, and Wairarapa but also delivers contracts nationally.

What dsport does to achieve our vision

- Activate provide a range of programmes, activities, events, and opportunities for members to participate in sport and active recreation.
- Advocate work to promote disability awareness and advocate for access and opportunities which will enrich and enhance our member's lives.
- Facilitate work to ensure dsport has the appropriate resources, skills and expertise to deliver our services to our members.

## About this role

### Position Purpose

To facilitate the development of sports programmes and services, and to ensure dsport caters for and supports people with physical disabilities to be active in sport and active recreation.

**Reports to** dsport Manager

**Financial delegation** Nil

**Key relationships** Internal

- dsport (Committee, Manager/staff and Members)

External – including, but not limited to:

- Sports clubs and activity deliverers
- Regional and National Sports Organisations, such as College Sport Wellington
- Parafeds and other regional disability sport organisations, Halberg Foundation and Special Olympics
- Disability service providers such as Peke Waihanga Artificial Limb Service
- Schools
- Disability Support Agencies

### Key Accountabilities

- Programme delivery**
- Deliver effective sports and active recreation programmes and services including, but not limited to the Youth Group, Powerchair Football, Boccia, Goalball and Wheelchair Rugby.
  - Enhance the number of sport and recreation opportunities being offered to our members, with a particular focus on growing youth participation opportunities.
  - Develop and deliver an annual schedule of events, including new sporting initiatives throughout the year, within budget and on time.
  - Report monthly to dsport Manager on programmes and activities.

- Relationship management**
- Develop and maintain strong relationships in the sport, disability sport and disability communities to enhance sporting opportunities for members.
  - Liaise and network with schools to identify disabled youth who may be interested in our sport and recreation activities, including our Youth Group.

- Communication & marketing**
- Maintain a social media presence on dsport programmes and services.

## About you

### Qualifications

- Tertiary qualification in sport or a related discipline, or equivalent work experience.

### Experience

- Experience in sport development and preferably disability sport.
- Experience working within diverse cultural settings, including communicating and delivering to a variety of audiences e.g. Adults and young people.
- Experience in the disabled sector is desirable.
- Experience using social media for social marketing.
- A record of successfully investigating, planning and implementing the delivery of sports opportunities and events.

### Skills and Attributes

- Empathy and understanding towards people with disabilities, and a passion for working in both sporting and disability sectors.
- High level of initiative, innovation and self-management and an ability to deliver under pressure.
- Able to build strong partnerships to achieve successful outcomes.
- Ability to build capacity in coaches and volunteers able to develop and implement sports events aligned with the vision of dsport.
- Ability to identify funding opportunities.
- Strong organisational and time management skills.
- Results focused and ability to deliver on commitments to a high standard.
- Must hold a current full NZ motor vehicle driver's license.
- Ability to travel regionally and nationally.

### Knowledge

- Good computer skills (MS Office, email and databases, social media).
- Budget and financial acumen.
- Has strong networks amongst the sporting community and ideally disability community.
- Current knowledge of the NZ sport and recreation industry.

This position works with children and young people. The successful applicant will be required to undergo Police Vetting.

For more information on dsport [www.dsport.nz](http://www.dsport.nz)

Applications close **Friday 27 June.**

Send your application including CV and covering letter to **info@dsport.nz**.