

SQUASH WAIKATO

General Manager Position Description

Position Title	General Manager
Status	40 hours per week
Location	Hamilton
Coverage Area	Waikato Region
Reports to	Chair of the Squash Waikato Board

SECTION 1 – POSITION EXPECTATIONS

Reason Position Exists:

The aim is to increase the participation and performance of people playing squash within the Waikato. A major goal is to provide a professional, friendly and helpful service to members, clubs and players.

SECTION 2 – POSITION SPECIFICATIONS

SKILLS:

Desirable

- Understanding and background in the sport of Squash
- Sports Management
- Excellent Communication skills
- Excellent IT and computer skills
- Event Management
- Financial Management
- Conflict Resolution
- Good Mediation Skills
- Planning Skills
- Management skills
- Facilitation skills

EXPERIENCE

- 3 -5 year's involvement in the sporting sector/ management

PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES:

- Professionalism, Innovation, Passion, Humility

FORMAL QUALIFICATIONS

Desirable

- Tertiary Education

SECTION 3 – POSITION DIMENSIONS

	CURRENT DATA
Position reports to:	Squash Waikato Board
Other positions responsible for:	Squash Development Officer Administration Assistant High Performance Coach

MOST FREQUENT CONTACTS

<p>Internal: Squash Waikato Board & Staff</p>	<p>External: Squash Clubs within the region Squash NZ Sport Waikato Schools – Primary / intermediate / Secondary Funding Bodies Media</p>
--	--

SECTION 4 – POSITION ACTIVITIES

Key Tasks	Accountabilities
<p><u>Effective Communication</u> Be the first point of call for squash matters within the district</p>	<ul style="list-style-type: none"> • Respond to email and phone queries, or refer onwards as appropriate • Preparation of Squash Waikato funding and sponsorship application, and completing accountability • Manage the Squash Waikato online profile (website and social media) • Prepare the annual calendar for Waikato Clubs and players in collaboration with Squash NZ • Create and maintain a club resource file • Prepare regular communications including annual report, monthly district emails, and regular district administrator emails • Coordinate the regional media presence of the sport, including results, stories, profile • Regular attendance at club AGMs and other meetings of significance
<p><u>Relationship Management</u> Lead the establishment of, and maintain, relationships with key internal and external stakeholders</p>	<ul style="list-style-type: none"> • Lead the establishment of, maintain and strengthen the relationships with key internal and external stakeholders, including but not limited to: <ul style="list-style-type: none"> ➤ Squash Clubs within the Region ➤ Squash NZ ➤ Sport Waikato ➤ Schools – Primary / Intermediate / Secondary ➤ Funding bodies ➤ Media ➤ Local Authorities • Measure the effectiveness of stakeholder relationship through appropriate means • Manage the contract of SW Admin Assistant and Squash Development Officer • Attend school, club and squash related meetings as required
<p><u>Competition Management</u> Oversee, in conjunction with the Regional Competition Committees, the annual competition schedule.</p>	<ul style="list-style-type: none"> • Confirm annual calendar or events • Promotion of regional tournaments and interclub • Oversees interclub with the district competition committees

	<ul style="list-style-type: none"> • Provide guidelines and rules, oversee result entry for regional competitions and events • Coordinate trophies, awards, ceremonies for regional events • Coordinate the administration for the Waikato representative teams
<p><u>Development</u> Strategically support and lead the development of squash in the Waikato</p>	<ul style="list-style-type: none"> • Work with the Squash Waikato Board for Strategic Plan development and implementation • Develop and implement the annual Operational Plan • Work with the Waikato Region and Squash NZ to grow the capability within the Waikato Club network • Work with the Coach Development staff to grow the number of coaches • Assist with the delivery of Squash NZ regional initiatives in Waikato ensuring the initiatives meet the community needs • Provide feedback and information to Squash NZ on key issues and projects relating to the region • Ensure all clubs are kept up to date with key programmes • Assist clubs with their capability to apply to local trusts, and find sponsors • Support the clubs within the region to modernise their facilities
<p><u>General Administration</u> Manage the day to day administrative requirements of the Waikato Region.</p>	<p>Provide general administration support, in particular:</p> <ul style="list-style-type: none"> • Maintain contact databases, including school participants, coaches, club representatives and community participants • Work with Squash NZ to align with national database systems • Provide regular reports as required • Maintain regular communication with Squash NZ, and ensure all requirements are met
<p><u>Financial Management & Planning</u> Manage the day to day financial requirements of Squash Waikato.</p>	<ul style="list-style-type: none"> • Preparation of the annual budget and funding plan • Receipt and bank incoming funds • Prepare Invoices as required • Maintain a debtor's ledger and prepare statements for outstanding accounts • Complete monthly bank reconciliation • Prepare monthly financial statements and financial reports