

Position Description

Position Title:	Competitive Programme Manager, Tri Star Gymnastics Club
Reports to:	The General Manager, Tri Star Gymnastics Club
Location:	Auckland Regional Gymsports Centre, Keith Hay Park, Mt Roskill, Auckland

TRI STAR VISION – Growing Gymnastics, Growing people, Growing champions

Tri Star's vision is to develop gymnastics programmes and grow participation in recreational and sporting activities that meet community needs, giving every participant the opportunity to be the best that they can, and provide programmes for those with ambition to achieve regional, national and international honours.

POSITION OBJECTIVES

- Reporting to the General Manager (GM), the Competitive Programme Manager (CPM) leads the successful delivery of the competitive gymnastics programme.
- The CPM is responsible for the **planning and organisation of all aspects of the Competitive Programme** including setting the strategy and annual plan, organising and controlling programme activities, innovating the programme, communicating with the competitive membership and providing regular reporting and communications on programme achievements.
- The role **leads the Competitive Programme team** as a role model for the Tri Star values, recruiting, retaining, developing and motivating a high-performing team while also identifying and supporting the future talent development for coaching and judging.
- The role is accountable for **establishing and delivering the programme budget and targeted financial and operational metrics**, in collaboration with the Finance and Operations Manager, providing regular performance reporting.
- The Programme Manager is a member of the Tri Star Senior Management Team accountable for driving the overall success of Tri Star with strong leadership skills and a passion for excellence in a high performing team environment.
- Note: Role expected to include coaching hours to establish as a full-time role.

SKILLS REQUIRED

- Ability to plan strategically for the future and for day to day activities of the Competitive Gymnastics Programme.
- Staff leadership and management experience and skills, including staff development.
- Relationship management skills with a strong customer service focus.
- Ability to competently use information and communication technology systems and resources.
- Relevant coaching experience and qualifications.

ROLES AND RESPONSIBILITIES

To ensure Tri Star's objectives are met, the Competitive Programme Manager will deliver:

Plan and organise all aspects of the Competitive Programme:

- Plan the delivery of the overall Competitive Gymnastics Programme and its activities in accordance with the vision, purpose, values and strategic outcomes of Tri Star
- Develop and implement new initiatives to support the strategic direction of the programme including funding requirements, to ensure the continuous improvement of both core and supporting services (e.g. physiotherapy and sports psychology) and achievement of programme strategic outcomes

- Develop and implement both local, national and international competition event plan to meet the needs of the competitive members
- Manage and continue to develop the programme evaluation framework to assess the strengths of the programme and to identify areas for improvement, incorporating external feedback and global leading practices
- Ensure that programme activities operate within the policies and procedures of the organization complying with all relevant legislation, health and safety and professional standards
- Oversee the collection and maintenance of data and insights on the programme for statistical and membership purposes according to the confidentiality/privacy policy of the organisation
- Coordinate the delivery of services across different Competitive Programme activities to increase effectiveness and efficiency
- Actively promote the Competitive Programmes and Tri Star to current and potential members and the community through the website, marketing activity, social media and networking, in collaboration with the Marketing Manager
- Lead communications with the competitive membership
- Identify and evaluate the risks associated with programme activities and take appropriate action to mitigate, minimize and remove risks

Lead the Competitive Programme team:

- In consultation with the GM, recruit, interview and select well-qualified Competitive Programme staff
- Lead Competitive Programme staff by providing direction, input and feedback across both gymnastics, leadership and communication skill sets
- Identify and support future coaching and judging talent development, leveraging GNZ pathways
- Implement the human resources policies, procedures and practices of the organisation
- Ensure that personnel files for the Competitive Programme team are maintained and kept confidential
- Establish and implement a performance management process for all Competitive Programme staff including skills development
- Ensure that all competitive staff understand their role in the organisation, and have regular feedback on agreed performance objectives with development plans in place

Establish and deliver the programme budget and targeted financial and operational metrics:

- Develop an annual budget and operating plan for the Competitive Programme, in collaboration with the GM and Finance and Operations Manager
- Deliver the Competitive Programme within the approved budget, monitoring and reporting on programme expenditures in collaboration with the Finance and Operations Manager
- Develop and monitor key metrics and targets for delivery in the short, medium and long term for each sub-programme, with full reviews of each sub-programme every 12 months
- Manage all project funds according to established accounting policies and procedures
- Provide priority investment list, reports and supporting documentation to support funding applications and agreements to funders supporting communications with funders and external stakeholders as required

General

- Complete any other duties as required by the GM commensurate with the role.