

EVENT ADVISOR – ON COURSE

Purpose of The Role

To coordinate and manage all aspects relating to activity on-course for Wellington Round the Bays (RTB) 2021. This includes supplier and volunteer coordination, coordination of all activations and all other activity on the race route to ensure a safe and fun participant experience.

Business Team Purpose

The Business Team delivers corporate and functional support in the areas of

- HR
- Finance
- Administration
- Communications and Marketing
- IT and Systems
- Events

The Business team develops and maintains the organisational systems, processes and practices that support Sport Wellington to deliver on its mission to increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa.

Functions within the team support all aspects of the day to day Corporate and Shared Services activities and operations that contribute to the delivery of Sport Wellington's strategic priorities. The team works collaboratively with the Delivery and Partnership teams to ensure that corporate and shared services are fit for purpose and deliver timely and effective support.

The Business Team proactively seeks opportunities to improve systems, processes, and practices to add value and drive efficiencies.

Role Accountabilities

General Accountabilities

- Assisting with administration and project coordination for Round the Bays 2021.
- Developing effective internal and external relationships.
- Assisting the Event Director and Senior Event Advisor with the overall "on the day" event operations and logistics for Round the Bays 2021.

Volunteer Coordination

- Liaising with the Event Advisor – Volunteers to ensure there is a sufficient amount of volunteers for all on-course related activities.
- Ensure event volunteers are inducted and trained in the necessary areas and with the necessary systems.

Event Day – On Course

- Working closely with the Event Director to conduct safety checks of the race route and overseeing smooth operational delivery on event day
- Coordinating on-course entertainment and activations, including hydration stations.
- Ensuring that a comprehensive signage plan for the race route has been implemented.

Other

- Sponsors/stakeholder relationship management in relation to activations on the course.
- Communicate effectively with a diverse range of the event stakeholders including local businesses, residents, Wellington City Council, Wellington Free Ambulance and sponsors.
- Managing any invoices received and payments required for fundraising volunteer groups involved with the event/s.

Relationship Management

- Contribute to and enhance Sport Wellington as a regional leader through effective communication, innovation, knowledge sharing, and partnering
- Co-ordinate and communicate with Sport Wellington staff, external partners, and stakeholders in support of specific projects, planning and reviews
- Engage with internal and external relationships in accordance with the Sport Wellington's stakeholder relationship plan

Teamwork

- Work positively and constructively across the Business Team with a focus on developing strong relationships and opportunities to leverage resources and initiatives to efficiently achieve outcomes.
- Contribute to and complete Sport Wellington reports as required, providing information and evaluations in a timely manner.
- Actively collaborate with other business units within Sport Wellington seeking out opportunities to add value.
- Maintain a good working knowledge of other Sport Wellington teams, their work, outcomes, and successes.

Key Relationships in Role

Internal

- Event Director (reporting line)
- Senior Event Advisor
- Events Team
- Communications and Marketing Manager/Advisor
- Finance and Administration Manager/Advisor
- Administrator Advisor
- Events Contract Staff and Volunteers

External

- General Public
- Event stakeholders, partners, suppliers, and customers
- Corporate partners

Key Things We Are Looking For

Qualifications, Skills and Experience

- A tertiary qualification or solid experience in an events support role in large events with similar drivers and expected outcomes
- Familiarisation with promotional strategies

- Effective people skills especially in one to one or group settings
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, and active transport
- Be able to develop a strategic approach to problems
- Ability to be innovative and anticipate areas of focus
- At least a restricted driver's licence

Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships
- Understanding of and affinity to Sport Wellington's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

What Being Part of the Sport Wellington Team Means

- Support and demonstrate the Sport Wellington Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation. These behaviours are connected to: Teamwork (mahi tahi); Excellence (panekiratanga); Innovation (auahatanga); Leadership (rangatiratanga); and Partnerships (whanaungatanga).
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Sport Wellington, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Sport Wellington and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Sport Wellington procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Sport Wellington's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Sport Wellington's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Sport Wellington initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: Senior Event Advisor

Location: Wellington

People Responsibilities: None

Grade: n/a

Department: Business

Date: May 2020

Authorities: None

Fixed Remuneration: \$20.00 p/hour