**COMMUNITY DEVELOPMENT MANAGER**

**Purpose of The Role**

The primary purpose of this position is overseeing the delivery of programmes that strengthen the capability, capacity and performance of individuals and partner organisations within the Wellington Region. The Community Development Manger will manage a team of Community Development Advisors and a Community Development Lead working across a range of targeted populations to influence, develop, and support projects and programmes that enable quality experiences that grow participation in physical activity.

The Community Development Manager will provide leadership, management, and support to develop and maintain a capable and highly effective Sport Wellington Community Development Team. Leading the collective performance of the Community Development function to deliver on Sport Wellington strategies across targeted populations. Building and maintaining collaborative partnerships both internally and externally to achieve Sport Wellington objectives.

The Community Development Manager will have knowledge and experience in the operational functions of running a small to medium not for profit business and effectively reporting to a board.

**Community Development Team Purpose**

Working with partner organisations, the Community Development Team will play both a lead and supporting role across the region to increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion and diversity, the Community Development Team will ensure that no one misses out.

To achieve this, the Community Development Team will focus on sectors within the population that are identified as being less active. Through advocacy, information sharing, coaching and supporting the development of individual, organisational and system wide leadership, the Community Development Team will strengthen the capability, capacity and performance of partner organisations.

Recognising that communities are different, the Community Development Team will adapt to meet the changing nature of physical activity and capability needs within communities, building networks, influencing and motivating individuals and organisations to help people become more active, healthier and happier.

**Role Accountabilities**

**Leadership and Management**

* Management, leadership, mentoring and support of direct reports including performance and development, recruitment and retention, the development of individual key performance indicators and training and development plans. Lead the collective performance of the Community Development Team including oversight, alignment, and performance across populations, as well as building the capability of the team members to grow their knowledge across multiple populations.
* Alignment of Community Development Team to organisational direction, ensuring that team objectives, individual objectives, KPI’s, and individual development plans reflect this.
* Ensure internal and external reporting requirements for Community Development team are completed in line with organisational expectations.
* Manage implementation of the Community Development Team communication plan and stakeholder management plan in line with the Sport Wellington Communication Strategy and Stakeholder Engagement Strategy.
* Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

**Budget Management and Revenue**

* Manage the overall Community Development team budget within delegations and financial policies.
* Assist and support Partnership Managers to increase Sport Wellington’s partnerships and funding opportunities.

**Strategy Development and Organisation Contribution**

* Contribute to organisational strategies and frameworks, collaborating with other Sport Wellington leaders.
* Ensure Sport Wellington strategies reflect insights derived from Community Development Team.
* Actively collaborate with other business units within Sport Wellington proactively looking for opportunities to add value.
* Ensure a good working knowledge is maintained of other Sport Wellington teams and their work, outcomes, and successes.

**Project Management**

* Offer high level strategic advice and support to targeted projects and organisations to improve capability and performance.
* Manage projects of significance allocated through annual business planning process.
* Provide leadership oversight to Community Development Team members, and Community Development Team programmes and projects. Ensuring that Sport Wellington delivers timely, quality service to support the outcomes of our Community Sport contracts

**Relationship Management**

* Ensure key insights, patterns and themes are drawn from Community Development Team relationships managed across targeted populations that feed into knowledge management approach.
* Build and maintain relationships and partnerships with people and organisations to positively influence the provision of physical activity in the Wellington region. Ensure Community Development Team approach is proactive, customer-focused and reflects organisation expectations.
* Utilise seasoned facilitation skills to support a coordinated, collaborative approach across those working to impact on the capability of physical activity.
* Advocate the value of physical activity to partners and decision makers including the provision of research, analysis, and best practice.

**Key Relationships in Role**

**Internal**

* General Manager Delivery (reporting line)
* Community Development Advisors (direct reports)
* CEO
* Regional Programme Managers
* Communications and Marketing Manager
* Partnership Managers
* Insights and Evaluation Manager/Advisor

**External**

* Sport NZ
* National and Regional Sports Organisations
* Schools and tertiary providers
* Territorial Authorities
* Regional Sports Trusts
* College Sport Wellington and other school sport organisations
* Professional Groups (e.g. HRINZ)
* HPSNZ – Wellington
* Physical Activity providers
* Relevant Government agencies

**Key Things We Are Looking For**

**Qualifications, Skills and Experience**

* A tertiary qualification or demonstrated experience in a role with similar drivers and expected outcomes
* Effective leadership and management skills and experience
* Experience as a facilitator
* Effective people skills and experience particularly in people management
* 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, sport, and active transport
* An understanding of contract management
* Be able to develop a strategic approach to problems.
* Understanding of the system supporting physical activity in the region.
* Can simplify complex information and make it accessible to others
* An understanding of how a not for profit business functions and the ability to support partners to increase their capability in this area.
* Ability to be innovative and anticipate areas of focus

**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**

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| **Reports to:** General Manager Delivery | **Department:** Delivery |
| **Location:** Wellington | **Date:** June 2020 |
| **People Responsibilities:** Up to 6 direct reports | **Authorities:** As per Delegated Authority |
| **Grade:** 18 | **Fixed Remuneration:** $74,376-$78,508 |