



DIRECTOR OF BOCCIA

POSITION DESCRIPTION

Background:

Boccia New Zealand was set up as an incorporated society in 1999 to promote and support the sport of boccia amongst all people with a physical disability throughout New Zealand and was registered as a charitable non-profit organisation in 2012. Boccia New Zealand is the national governing body for the sport of boccia responsible for developing and implementing a national strategic direction for the sport of boccia. We offer support to local clubs and groups in the fundamental areas of grassroots participation, community engagement, athlete development and high performance, as well as delivering four annual sanctioned tournaments.

Over the past three months Boccia New Zealand has developed a Community Boccia Plan which looks ahead to the next three years. The purpose of the Director of Boccia role is to lead the implementation of the Community Boccia Plan and will work in close partnership with a range of key partners to drive increased participation and create a vibrant and healthy boccia community.

Vision:

The 2-tiered vision for Boccia New Zealand is:

1. To develop boccia in New Zealand ensuring it is sustainable, inclusive and progressive; and
2. To be the world's leading boccia nation.

Purpose:

To promote and support the sport of boccia amongst all people with a physical disability throughout New Zealand.

Primary role:

To grow and sustain the quality and quantity of boccia participation, knowledge and skills:

- More physically disabled people participating in boccia through clubs, schools and organised events.
- More volunteers (coaches and officials) involved in boccia through clubs, schools and organised events.

Key tasks:

- To work directly with local boccia clubs / groups, regional Parafeds and disability organisations to assist with improving capability and enhancing / promoting regional boccia development initiatives.
- To work directly with the Halberg Disability Sport Foundation Disability Sport Advisers to support schools with establishing boccia programmes for physically disabled students and their peers.
- To create strong partnerships and connections within the disability and sport sectors to enable ongoing sport development and greater shared efficiencies.
- To deliver an annual calendar of sanctioned tournaments with support from key partners.
- To support talented players and volunteers with attending international events relative to high performance and / or development needs.
- To manage all administrative, financial and promotional tasks of Boccia New Zealand.

Reports to:

Boccia New Zealand Executive Board

Location:

Royal Oak, Auckland

Functional relationships:

Regional Parafeds, Halberg Disability Sport Foundation, Paralympics New Zealand, Regional Sports Trusts, local boccia clubs, disability organisations, schools, tertiary providers, key funders and sponsors, community groups, parents / caregivers, school staff, students, coaches, players, volunteers.

Responsibilities:

The Director of Boccia will be responsible for:

- Providing leadership and direction to the implementation of the Community Boccia Plan 2015-2018, including buy in from key partners and clubs
- The introduction of a reporting tool to monitor nationwide programme activity
- Identifying and promoting examples of best practice that will enable shared learning and increase participation and membership
- Supporting the development of volunteers in the boccia community
- Delivering a national coaching forum and / or a national referee workshop
- Managing 4 national events, ensuring these are conducted in accordance with appropriate the rules and regulations and carried out to the highest standard
- Maintaining the databases and financial accounts
- Updating the website and social media channels
- Building and managing positive relationships with all key partners and clubs
- Assist in gaining funding that supports the development of the sport
- Operating within budget
- Providing regular reports to the Executive Board
- Regular communication to the boccia communication and key stakeholders

Person specification:

- Experience working within community sport / sport development environment
- Strong interpersonal and relationship development skills
- Excellent oral and written communication skills
- Sound understanding of funding and accountability requirements
- Experience in project and finance management
- Ability to use information technology and social media
- An appropriate qualification in sport