



Position	Project Support Administrator		
Reports To	CEO		
Date Established	March 2017	Date Last Reviewed	February 2017

SNZ PURPOSE

Vision: Softball is a champion sport on and off the diamond

Mission: To offer leadership, support and deliver an accessible sport that promotes enjoyment, success and lifelong participation

Values: Leadership, courage, integrity, passion and respect

PROJECT SUPPORT ADMINISTRATOR

PURPOSE

- To be responsible for the co-ordination and administration of any projects allocated
- To provide administration support to the SNZ CEO, SNZ Board and other staff

KEY ACCOUNTABILITIES SPECIFIC TO THE ROLE

<i>Project Support</i>	<ul style="list-style-type: none"> • Provide support for projects allocated across all areas of the organisation • Take a leadership role and offer advice in projects as required • Coordinate all participants in the projects to ensure deadlines are met
<i>Administration Support</i>	<ul style="list-style-type: none"> • Support and assist the CEO and the SNZ team with administrative duties • Provide logistical support to the SNZ Board • Assist Managers with routine tasks
<i>General Office Services</i>	<ul style="list-style-type: none"> • Proactively manage and coordinate office functions
<i>Other</i>	<ul style="list-style-type: none"> • Undertake other duties as required to meet team or organisation objectives.



KEY RELATIONSHIPS

External	Internal
<ul style="list-style-type: none">• Players and Coaches• National Team Management Staff• Suppliers of accommodation, travel etc.• Sponsors• Other overseas Softball association delegates	<ul style="list-style-type: none">• SNZ CEO• SNZ Management Team• SNZ Staff• SNZ Board

DIMENSIONS

No of Employees Reporting	Direct: Nil Total: Nil
Expenditure – none	

GENERAL COMPETENCIES

Team Membership

- Contributes to the collective performance of the Softball New Zealand Team
- Actively and visibly supports the CEO
- Is a team player – work with, and through, people to achieve results.
- Communicates with peers, staff and stakeholders openly and honestly, in a way that promotes trust and understanding and which builds relationships.
- Is a “doer” – shows by personal example an ability to prioritise effort, seeks innovative solutions to problems and achieve results.
- Works with the High Performance Team to achieve a culture of excellence.

Operational Accountability

- Accepts accountability for all tasks and targets that are agreed for membership activities
- Implements the business plan and is accountable for the delivery of the work programme.
- Is able to take responsibility for the outcomes.

Relationship Management

- Effectively works with all staff within SNZ.
- Presents a credible image and inspires confidence in a decisive way.
- Demonstrates excellent communication skills and skill at promoting ideas to others.
- Ensures that people are treated with respect in all activities



- Is able to build and maintain positive working relationships with people at all levels in SNZ and with members
- Is able to consult with and influence relationships with key stakeholders
- Is a role model for other staff and stakeholders

PERSON SPECIFICATION

The Project Support Administrator will have:

Experience

- Experience in the coordination of activities or programmes involving groups with a specific determined purpose.
- Preferably some experience in a sporting or not-for-profit organisation
- Evidence of successfully and positively working with diverse stakeholders and/or customers including revenue generation
- Experience in Class 4 gaming sector including key business relationships and awareness of funding process a considerable advantage

Knowledge

- A knowledge of sports/event environment
- Preferable, some knowledge of MS Word, Excel, Access software packages
- Knowledge of database management

Skills

- Very good communication skills
- Strong time management and organisational skills
- An ability to work as part of a team
- Superior PC skills