



## Softball New Zealand - Job Description

Position:	Softball Officer . Regional Development Officer
Reports to:	Softball Manager
Date Established:	July 2017

### **Our Vision**

Softball is a champion sport on and off the diamond

### **Our Mission**

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

### **Our Focus**

Grow and Develop Participation

To offer an accessible and great experience to all our communities

Growing Our Business

To promote and strengthen SNZ, our brands, values and partnerships

Connecting Softball Nationally

To provide leadership and guidance to our membership

To build excellence through our people, our affiliates, facilities and partners

Create Champion Athletes and Coaches on the International Stage

To have an effective HP program and improved results



## Softball Officer - Regional Development Officer

### Key Accountabilities Specific to the Role

	Expected Performance Outcomes:
Grow and Develop Participation	<p><b>School Partnerships</b></p> <ul style="list-style-type: none"> <li>• Develop effective working relationships with Associations; North Harbour , Auckland and Counties Manukau</li> <li>• Assist Associations in the implementation of Game Development initiatives to increase participation in line with SNZ pathways</li> <li>• Work closely with KiwiSport Programmes to link schools with clubs</li> <li>• Establish connections with target school areas</li> </ul> <p><b>School Competitions</b></p> <ul style="list-style-type: none"> <li>• Work with College Sport to ensure sustainable Youth Programme</li> <li>• Work with Cluster Groups for Junior Zone Programme</li> </ul> <p><b>Skill Development</b></p> <ul style="list-style-type: none"> <li>• Focus on Junior skill clinic delivery</li> </ul> <p><b>Coaching Programmes</b></p> <ul style="list-style-type: none"> <li>• Development of Introductory Coaching Programme</li> <li>• Work with RSOs and SNZ to deliver coaching clinics</li> <li>• Host regional coaching clinics and one day workshops on an annual basis</li> </ul> <p><b>Promotional</b></p> <ul style="list-style-type: none"> <li>• Actively promote all SNZ education programmes, services and resources</li> <li>• Facilitate regional promotional opportunities where available</li> <li>• Collaborative approach with RSOs for promotional activities</li> </ul> <p><b>Game Development</b></p> <ul style="list-style-type: none"> <li>• Assist in development of modified game formats and delivery</li> <li>• Be the SNZ Tournament Representative at national tournaments where required</li> </ul>



	Expected Performance Outcomes:
Growing Our Business	<ul style="list-style-type: none"> <li>Facilitate the development of partnership agreements between softball regions, NSO and RSTs</li> <li>Be the face of SNZ through regular visits with the Associations</li> </ul>

### Key Relationships

External:	Internal:
<ul style="list-style-type: none"> <li>Regional Sporting Trusts</li> <li>Local Government Bodies</li> <li>Sponsors</li> <li>Schools</li> </ul>	<ul style="list-style-type: none"> <li>North Harbour, Auckland and Counties Manukau Softball Associations</li> <li>SNZ Management Team</li> <li>SNZ Staff</li> </ul>

### Dimensions

No of Employees Reporting	Direct: nil. Total: nil
Expenditure . signature authority	Nil

### General Competencies

Team Membership:
<ul style="list-style-type: none"> <li>Contributes to the collective performance of Softball New Zealand</li> <li>Is a team player . work with, and through, people to achieve results.</li> <li>Communicates with peers, staff and stakeholders openly and honestly, in a way that promotes trust and understanding and which builds relationships</li> <li>Is a %ber+. shows by personal example an ability to prioritise effort, seeks innovative solutions to problems and achieve results</li> <li>Works with the Team to achieve a culture of excellence</li> </ul>

Operational Accountability:
<ul style="list-style-type: none"> <li>Accepts accountability for all tasks and targets that are agreed for membership activities</li> <li>Implements the business plan and is accountable for the delivery of the work programme</li> <li>Is able to take responsibility for the outcomes</li> </ul>



#### Relationship Management:

- Effectively works with all staff within SNZ and Associations
- 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
- Be the face of Softball NZ in the regions through contact with Associations, clubs, and followers of the game

#### Person Specification

The Softball Officer will have:

#### Experience:

- Experience in the coordination of activities or programmes involving groups with a specific determined purpose
- Experience in policy and programme development
- Softball experience at a high level
- Evidence of successfully and positively working with diverse stakeholders and/or customer
- Coach education
- Game development

#### Knowledge:

- Preferably knowledge of Associations structures and planning
- Knowledge of MS Word, Excel, Access software packages
- A good understanding of the technical and tactical game of softball
- Previous experience in coaching pitchers and catchers at a significant level is most desirable

#### Skills:

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