

Position Description



Position:	Gymnastics Programme Manager
Reports To:	Committee Chairperson
Tenure:	Flexible (part time – full time)
Direct Reports:	Head Coaches, Volunteers
Functional Relationships:	Hutt Valley Gymnastics Committee, Gymnastics NZ, Staff, Coaches, and Volunteers, Members, Parents, Families/Whanau, Schools and Community groups, Suppliers and Service Providers, Stakeholders

Hutt Valley Gymnastics Club has over 650 members running Gym for All and Competitive Gymnastics (WAG and MAG) programmes. Our membership places us as one of the top 6 NZ Clubs in all codes. Due to this, we need a highly capable and motivated Gymnastics Programme Manager to work closely with our Head Coaches to provide a positive, inclusive environment, where our gymnasts and coaches will thrive.

This is a newly created role to support our Coaches to grow our club, identifying potential new classes, codes and other revenue streams. The Programme Manager shall be responsible for:

- Ensuring the development of a positive, friendly, and supportive environment, which encourages co-operation and a happy workplace.
- Ensuring that staff and coaches are provided with the appropriate and reasonable resources to ensure efficient and effective operation of the club.
- Keep up to date with Gymnastics NZ related activities and information reporting to the Committee where appropriate.
- Liaise with Gymnastics NZ officer(s) as required.
- To build and maintain good working relationships with other gymnastics clubs, particularly all clubs within the Wellington region.

Key Responsibilities	
General Operational Management	<ul style="list-style-type: none"> • Manage the club class programmes and scheduling. Including: <ul style="list-style-type: none"> ○ Annual leave allowances and planning ○ Back up for sickness ○ Term schedules ○ Holiday programmes • Analysis of the current programmes and ability to fill gaps and keep classes at 80% to maximum numbers. • Arrange travel and accommodation for national and international travel. <p><i>In collaboration with the Administration Manager:</i></p> <ul style="list-style-type: none"> – Maintain and report on club risk register and highlight to Committee monthly. – Complaints from members, coaches and parents and resolutions taken.
Financial Management	<ul style="list-style-type: none"> • Work with relevant head coaches to collaboratively create programme specific budgets ensuring requirements of each programme is adequately met.
Health & Safety	<ul style="list-style-type: none"> • Develop and maintain equipment & maintenance register for all apparatus in the club. • Actively identify any Health & Safety risks and inform the Committee of any items requiring attention.

	<p><i>In collaboration with the Administration Manager:</i></p> <ul style="list-style-type: none"> – Ensure all Health and Safety obligations and processes are met (technical).
Marketing and Public Relations	<p><i>In collaboration with the Administration Manager:</i></p> <ul style="list-style-type: none"> – Develop and implement marketing plans and associated budgets (reporting on activity and results as required). – Co-ordinate promotional events as required. – Develop and maintain relationships with other clubs, school groups and individuals to the benefit of the club. – Work closely with the clubs Committee marketing sub-Committee.
Staff Management and Development	<ul style="list-style-type: none"> • Provide clear direction and leadership to the club’s coaches, volunteers, and members. • Develop the clubs Coach mentoring programme and oversee Coach development and training. <p><i>In collaboration with the Administration Manager:</i></p> <ul style="list-style-type: none"> – Proactively manage complaints in a timely manner when required to achieve acceptable resolution where possible. – Implement staff development plans and KPIs and effectively monitor progression as part of annual staff appraisal process. – Recruit, vet and take an overview of all staff.
Events, Grants/Funding	<ul style="list-style-type: none"> • Working with head coaches to ensure smooth and effective management of club competitions.
Committee Support	<ul style="list-style-type: none"> • Provide clear and accurate reports to the Committee monthly on: Health and Safety risks and concerns; Injuries to athletes and updates on recovery where appropriate. <p><i>In collaboration with the Administration Manager:</i></p> <ul style="list-style-type: none"> – Pro-actively work with the Committee on development of strategic plan, taking a leadership role as required Lead implementation of the Club’s Strategic plan in accordance with Committee’s direction. – Present management, health & safety, and financial reports at committee meetings (dashboard report).

Ideal Skills and Attributes

- Relevant qualifications or experience
- Experienced in staff management and leadership
- Ability to work with Children and Parents
- Superior communication skills (both verbal and written)
- Commitment to continuous improvement and development of all programs, staff, and members
- Sport management or gymnastics experience is desired but not essential
- Willingness to work collaboratively as part of a team, identifying and implementing development pathways
- Ability to network in wider community and sporting and the ability to maintain, developing and maintaining relationships within this network
- Current clean drivers licence
- Committed to working within the Sport NZ Code of Ethics
- Meet requirements of NZ Police Vet Check to work with children