



We currently have a new opportunity for someone to join the Manawatu Badminton Team, as a Maternity Leave cover (one-year) in the position of General Manager. Starting late January 2019.

Reporting to the Board, this role will be responsible for:

- Implementing an operational plan that meets the objectives of our strategic plan.
- Administering, developing and managing the annual calendar of events in our region by leading a small team of staff and volunteers
- Providing quality activities that improve the experience of badminton players at all levels.
- Effectively liaise with and manage stakeholders, funders and member expectations.

**To be successful in this role, you MUST have:**

- A tertiary-level qualification.
- Proven record of securing funding opportunities.
- Ability to manage staff while reporting to senior leadership.
- Regularly able to work on evenings and weekends.
- Excellent verbal and written communication.
- Proficient user of Microsoft Office programmes.
- Experience in the use of Xero to manage financial accounts and budgets.
- Experience working within the badminton framework in Manawatu, Central Regions and New Zealand.
- Proven event management experience in organising competitions, Badminton NZ sanctioned events and one-off social events.
- Experience in the use of Tournament and/or League Planner software.

**Application Close 14<sup>th</sup> December 2018.**

A full position description is available upon request. If you think you might be a good fit for our team please send the following to [sandra@manawatubadminton.org.nz](mailto:sandra@manawatubadminton.org.nz):

- a covering letter that outlines your skills and experience relating to this position.
- a curriculum vitae

*You must have the **right to live and work** in NZ to apply for this job*