

Job Description

Job Title	Operations Manager – Parafed Waikato
Location	Hamilton based with travel around the Waikato
Reporting To	Parafed Waikato Board Chairperson
Direct Reports	Two employees
Contract	Part Time / Fixed Term

Job Purpose

To lead, represent and act as a champion for Parafed Waikato in the disability, sports and commercial sector. Optimising opportunities for all our members and providing leadership to our Parafed staff, enabling them to deliver their operational objectives.

Key Tasks and Responsibilities

- Develop relationships with existing sponsors and funders to ensure positive relationships are maintained ensuring the full benefits are enjoyed by both parties.
- Identify new potential sponsors and funders and successfully secure new funding streams.
- Ensure our operational and strategic plan is delivered.
- Support staff to make sure they achieve their work goals. Have monthly meetings with staff after the board meetings to address any issues and make sure highlighted items are actioned accordingly.
- Effectively line manage staff dealing with all aspects of their employment.
- Manage Parafed Waikato's Health and Safety system.
- Ensure staff and volunteers have the right tools and training to deliver their roles.
- Participate in Board meetings on request, reporting on progress, contributing where appropriate and answering board questions
- Meet and build relationships with aligned organisations, i.e., Sport Waikato, Sport NZ, Halberg, Parafed Network, Paralympics NZ
- Meet and build relationships with RSO's and NSO's
- Provide administration support for our sports to reduce the requirement for volunteer managers.
- Meet with Board Chair weekly to review and plan strategic activities.
- Be part of the funding and finance team.
- Promote Parafed Waikato and look at marketing options to grow our membership, oversee social media updates.
- Complete funding applications & accountability reports.
- Represent Parafed Waikato at Have-a-go days and sport activities.
- Attend relevant functions representing Parafed Waikato.

Health and Safety:

- Have a commitment to promoting and continually improving Health and Safety.
- Provide a safe environment for all employees, volunteers, and members and their families.
- Communicate with all staff, volunteers and members regarding Health and Safety.
- Systematically identify and manage sporting event hazards.
- Eliminate, isolate, or minimize (in that order) sporting event hazards.
- Provide training and supervision to ensure events are run safely.

- Have accurate and thorough record-keeping regarding Health and Safety.
 - Provide appropriate tools, aids, and protective equipment to allow activities to be done safely.
 - Have robust procedures for dealing with sporting event incidents and accidents.
 - Record all sporting event accidents and illnesses and report those that cause 'serious harm'.
 - Monitor the health of employees in relation to the hazards of their work.
 - Provide opportunities for employees to participate in Health and Safety.
- Comply with our legal obligations

Key skills, knowledge and Experience

- Personable with an ability to build strong relationships quickly and develop positive networks.
- Experience with funding applications and accountability reports
- An understanding and passion for the disability sector or at least a desire to do so.
- Knowledge of and the ability to make sure we are aligned with Te Tiriti o Waitangi.
- Previous experience in governance or strategic leadership role.
- Experience leading teams, preferably in a remote working arrangement.
- Strong written and oral presentation skills.
- Excellent communication skills
- Strong team player
- Perseverance and Resilience

To be successful in this role you do not need to have come from a disability background, but you must demonstrate the desire to become fully emersed and demonstrate the ethics and morals of Parafed Waikato in a professional manner

Employee name:	
Employee Signature:	
Date:	