

REGIONAL DEVELOPMENT MANAGER

Position Description

DESCRIPTION

This is a full time position. Badminton Oceania head office is based in Wellington, New Zealand but this role can work remotely.

The role will be responsible for the development of Badminton in the following areas:-

Participation, National Association development, coach education and development, athlete development, tournament support and advice and a variety of administration support roles. This position reports to the Chief Operating Officer.

QUALIFICATIONS/EXPERIENCE/ATTRIBUTES

PREFERRED CHARACTERISTICS

- (i) **Coaching accreditation** to level 2 or equivalent or the ability to achieve required accreditation within 12 months of appointment.
- (ii) The ability to be at ease with, and **relate to badminton players** of ALL standards and especially enthusiastic young people.
- (iii) The ability to **effectively communicate** both verbally and in writing with a wide range of people from all parts of the Oceania region.
- (iv) The ability to **effectively plan and review** goals and objectives.
- (v) Possess **motivational skills** and be **innovative**.
- (vi) The ability to work under **limited direction** and be **self motivated**.
- (vii) Recent proven track record as a Badminton Coach and or Development Manager.
- (viii) Recent experience in planning, organising, managing and implementing comprehensive **coaching and development programs**.

DESIRABLE CHARACTERISTICS:

- i) Relevant tertiary level qualifications in physical education, sports management/administration or other appropriate tertiary qualifications.
- ii) An understanding of the various cultures of the Oceania region.
- iii) An knowledge of the sport of badminton.
- iv) Sound knowledge of Microsoft programs including outlook, word, excel and publisher.
- v) Knowledge of and the ability to apply competition regulations and manage tournaments.
- vi) Knowledge and appreciation of the operation of sporting clubs and associations at all levels.

KEY RESPONSIBILITIES AND DUTIES

The Regional Coaching/Development Manager is responsible for:

- vii) on a continuing basis the **implementation** of the Badminton Oceania's strategic plan.
- viii) working with the members, committees, **executive to grow the sport of Badminton in the region**
- ix) **overseeing the development programs** in the region with the aim to improve player participation through schools, club based competitions
- x) undertaking **administrative functions** for the organisation including any BWF requirements
- xi) developing a culture of working in a **"team"** environment
- xii) **maximising the number** of National Badminton Associations affiliated to the BWF
- xiii) coordinating equipment and technical literature supplied to members
- xiv)** assisting with the **coach and technical officials programs**
- xv) **supervising** development officer roles which Badminton Oceania financially support within the region
- xvi) on a regular basis, **report** to the Chief Operating Officer of Badminton Oceania in regard to the development of badminton within the Oceania region.
- xvii) **provide support, advice and leadership** to the organisations members

- xviii) **coordinate** special projects related to regional badminton development as directed
- xix) attend meetings and represent the organisation at some regional events/competitions
- xx) identify areas of weakness and implement programs to redress such weakness
- xxi) editing, adding articles to the Badminton Oceania website
- xxii) run or assist with running of tournaments (draws, software training)
- xxiii) any other duties within the employees capabilities and which is reasonable to expect the employee to undertake

REPORTING AND WORKING RELATIONSHIPS

- The Regional Development Manager is immediately responsible to the Chief Operating Officer of Badminton Oceania.
- The Regional Development Manager works in close conjunction with the sports administration agencies of all countries within the Oceania region.

SPECIAL CONDITIONS SUCH AS TRAVEL REQUIREMENTS, HOURS OF WORK ETC.

- The salary is negotiable dependant on skills and experience. The salary includes an allowance for all out of hours work and there is a budget for travel.
- The position will require that a **large proportion** of work will be out of normal working hours.
- The position will require **travel** regionally within Oceania and extended stays within the countries of the Oceania region.
- Some international travel outside of the Oceania region may be required.
- Manage own working budgets for all regional development work