

An amazing opportunity to lead, grow and promote squash in Wellington

The Role: General Manager
Location: Wellington

We have an exciting opportunity to join the Squash Wellington team as General Manager. While this role will ideally be a full-time role of up to 40 hours per week, alternative hours may be considered for the right candidate.

As the General Manager you will be taking on a hands-on role where you will actively drive opportunities to increase the participation and performance of people playing squash in our region. The primary focus is to provide professional friendly and helpful management support to member clubs, staff, and players across the region.

Here's what you'll do...

There is plenty of variety in this role, including:

- leading the establishment of and maintaining strong relationships with key internal and external stakeholders.
- lead the development and implementation of programmes and initiatives that promote and grow the game of squash in Wellington.
- assisting with the delivery of Squash New Zealand initiatives in the Wellington region, while ensuring that the initiatives meet the needs of the community.
- collaborate with other Districts and Squash New Zealand to grow capability within the Wellington club network and throughout New Zealand.
- work with the SNZ Coach Development Leader and High-Performance Manager to increase and develop coaches and referees.
- support and build capability within our District clubs to apply to funders and modernise their facilities.
- manage the day to day administrative and financial requirements of the district

This is what you'll look like...

As the ideal candidate you'll be able to multitask and handle high volumes of requests while maintaining an excellent service attitude. You'll enjoy working with a diverse range of stakeholders and thrive in a fast-paced environment.

Along with a passion for the game of squash, you will have:

- a relevant tertiary education qualification or a minimum of two years' experience and involvement in the sporting sector.
- a proven know-how for event and financial management.
- the knack for coming up with innovative ideas and ways to implement them.
- a confident manner, with the ability to work autonomously, and communicate effectively to a wide range of audiences.
- the ability to build and maintain relationships with a range of stakeholders – in particular, the Squash Wellington board.
- well-developed facilitation skills with the ability to resolve conflict situations.
- excellent time management and planning skills.

A bit about us

We represent, advance, promote and advocate for squash, with an aim of increasing participation and performance of people playing squash in our region across 14 clubs. Our clubs are mostly run by dedicated club volunteers and have an amazing membership base who just love to play.

As a trusted advisor to the Squash Wellington Board, you will report directly to the Chair of Squash Wellington and work with a small team consisting of an administrator, contractors and volunteers who enjoy making a difference within their squash community.

What's in it for you:

- Varied and challenging work that makes a real impact on the squash community.
- Opportunity for growth, learning, and development.
- Flexible working arrangements.
- Opportunity to play a vital role in shaping the game for the future.

How to Apply:

Submit a CV and cover letter to chair@squashwellington.org.nz.

A copy of the Job Description is available on request.

If you have any role specific questions, you're welcome to contact Ann Smith on 027 267 6273 for a confidential discussion.

NB: To apply for this job, you must have the legal right to be able to work in New Zealand and hold a current and valid full driver's licence.

Applications close 5pm, Tuesday 01 March 2022 and will only be accepted via the email above.