

## SQUASH WELLINGTON INC

### POSITION DESCRIPTION: General Manager

#### Background & General Information

Squash Wellington (the regional organisation for squash in the Wellington region) requires a full-time professional management of its operation.

The main objective of Squash Wellington is to promote, organise, foster, and develop the game of squash for all people within the Wellington District.

#### Strategic Plan

The three-year Strategic Plan focuses on the development of: Systems, People, Facilities, Competitions and Growth. The annual Business Plan sets out actions for the fulfilment of the Strategic Plan.

<b>Reports to</b>	Chair Squash Wellington
<b>Number of staff</b>	1 – up to .5 FTE Contracts & Volunteers, e.g., Convenors
<b>Location</b>	Wellington
<b>Area coverage</b>	Wellington – Otaki & Wairarapa
<b>Hours of work</b>	Business hours, Monday to Friday with occasional weekends

#### Position Purpose

The primary purpose of this position is to lead and manage the association.

The General Manager is responsible for leading a team of staff (permanent and contract) and volunteers to deliver the strategic plan through the delivery of the annual business plan.

This position provides leadership in respect of all aspects of squash in the Wellington region.

#### Responsibilities Overview

- Creates and drives the annual business plan which sets out actions to deliver the strategic plan
- Lead and support the development of Squash in Wellington.
- Oversees the general management of the SW Office.
- Creates and maintains strong working relationship with key stakeholders. E.g. but not limited to, Affiliated Clubs, Squash New Zealand, Sponsors, Regional Sports Trusts, City and District Councils.
- Financial planning including budget preparation, processing financial transactions on behalf of the Board, identifying grant funders and scheduling funding applications.
- Overall event management of district tournaments and providing guidance to the Host Clubs.
- Other as agreed with the Board.

#### RESPONSIBILITIES DETAIL

##### Strategic Plan

- Work with the Squash Wellington Board to review and implement the Strategic Plan.
- Development of the annual operational plan to support the promotion and growth of squash through squash clubs, schools, events, and special projects.
- Actively monitor the performance against the agreed targets and report to Board monthly. This includes responsibility for the effective maintenance of data and information.

##### General Management

- Ensure development and compliance of organisational operating policies and procedures.

- Manage financial management responsibilities in accordance with organisational policies and procedures.
- Maintain and develop research and information data, as well as knowledge of best practices, trends, and research relevant to squash.
- Provide effective leadership and manage all human resource management issues for Squash Wellington contractors.
- Provide encouragement and motivation for volunteers involved with Squash Wellington.
- Maintain effective communications between key stakeholders.
- Ensure the promotion of Squash Wellington and National news and events are socialised as appropriate.

### **Development**

- Collaborates with Districts and Squash NZ to grow the capability within the Wellington district and NZ.
- Work with Squash NZ Coach Development Leader and High-Performance Manager to increase and develop coaches and referees in Wellington
- Proactively provide feedback and information to Squash NZ on key issues and projects relating to the region.
- Ensure mechanisms are in place to ensure clubs are kept up to date with key programmes and resources.
- Assist clubs with their capability to apply to local trusts and sponsors

### **Relationship Management**

Lead the establishment of, maintain and strengthen the relationships with key internal and external stakeholders, including but not limited to:

- Squash Clubs within the Region
- Nuku Ora – formerly Sport Wellington
- Squash NZ
- Schools – Primary / Intermediate / Secondary
- Funding Bodies
- Media
- Councils

Measure the effectiveness of stakeholder relationships through appropriate means.

Attend school, club and squash related meetings as required.

### **Event Management**

- Ensure the effective promotion and delivery of all Squash Wellington events as and when required.
- Ensure host clubs receive a brief to ensure all parties are aware of the roles and responsibilities as well as a debrief session to complete a post implementation review where future learnings can be identified.

### **Other**

- Such other duties as maybe agreed with the Board from time to time.

### **SKILLS REQUIRED**

- Understanding and background in the sport of Squash
- Sports Management
- Excellent communication skills
- Excellent IT and computer skills
- Event Management
- Financial Management
- Conflict Resolution
- Good Mediation skills
- Planning skills

- Management skills
- Facilitation skills

**Qualifications**

- Desirable - tertiary level or practical relevant experience

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**MOST FREQUENT CONTACTS**

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**Internal**

Squash Wellington Board & Staff  
Convenors & Coaches

**External**

Wellington Squash Clubs  
Squash District Staff around NZ  
Nuku Ora  
Squash NZ  
Schools Primary / Intermediate / Secondary  
Funding bodies

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**STRUCTURE**

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