



SITUATIONS VACANT – CENTRE MANAGER

A great opportunity exists for a Centre Manager professional to join a reputable Gymnastics Club organisation in North West Christchurch.

Olympia Gymnastic Sports

Olympia Gymnastic Sports (OGS) is one of the largest and most successful gymnastics clubs in New Zealand. OGS, showed futuristic and leading foresight in its decision to amalgamate four Canterbury clubs (Avon City Gymnastics, Kudos Rhythmic Academy, Aerials Trampoline and Kings Gymnastics) in the year 2000, culminating in the move into the Wigram Gymnasium on 1st July 2003.

The Sports Hub of OGS provides gymnastic and movement related programmes for both its membership and the wider community (Schools, Pre-Schools, At Risk Youth, Autism NZ, OSCAR providers, Holiday Programmes, Home School groups along with Dance groups, Snowboard/Ski spatial awareness training).

The club's strategic plan is based on the vision: Gymnasts achieving at their highest level through GSNZ pathways; and the mission: Providing quality gymnastic and sport related programmes and facilities that develop and grow community participation, supporting pathways to achievement at all levels.

OGS's objective is to promote excellence in gymnastics sports, with coaches focused on fostering highly successful athletes whilst still retaining a safe, positive environment and offering opportunities for participants at all levels. Olympia also hosts the majority of gymnastic competitions in Christchurch (many being large, regional and international qualifying competitions).

The club is governed by a board of directors, who hold skills in planning, personnel, facility management, marketing, finance and international gymnastics.

The Club's core values spell SPIRIT. That is; Safety, Perseverance, Inclusiveness, Respect, Integrity and Teamwork. These values are reinforced in the clubs' work and are seen throughout all aspects of the club. Whether it is the coach reinforcing these values with the athletes through training, parent volunteers giving up their time to provide a competition for the athletes or the management team who work tirelessly to ensure the efficient and effective operations of the club, these values are visible in the behaviours and attitudes of our people.

We are seeking

An inspirational leader who has exceptional relationship skills to lead, develop and manage a high performing team of coaches and administrators, and to market and deliver quality opportunities and experiences for the members of OGS.

The successful candidate should be highly organised, well versed in health and safety policies, financial accountability and expertise in facility management which includes overseeing timetabling and staffing allocations.

About the role

A high level job description is attached.

Skills and Experience – the successful candidate will;

- Have proven General Management and Leadership experience in a professional environment of at least 5 years.
- Whilst experience of high level financial Xero understanding is preferable, training and support is available. Training on the Friendly Manager member management programme will be given.
- Have excellent general computer and keyboard/typing skills.
- Be able to communicate verbally and in writing with a wide range of stakeholders – members, coaches, colleagues, suppliers, volunteers.
- Have outstanding organisation and multi-tasking skills.
- Have the ability to move quickly between tasks and prioritise effectively.
- Be able to work well under pressure
- Be experienced in the Microsoft Office Suite to an intermediate level.
- Have a professional and proactive attitude to work and the ability to work autonomously and as part of a team.
- Be able to follow established policy and procedures, produce new policy and contribute to review.
- Provide consent for the organisation to carry out a New Zealand Police vetting check.
- NOTE: Experience in gymnastics or the sport sector is not essential but would be a benefit.

Culture and benefits

- Competitive remuneration
- Friendly, down to earth team who are passionate about what they do!
- Family friendly environment

How to apply

Please submit your application, and resume (including two referee contacts) via email to Vicki Cowley, Board Chair at vikjohn@xtra.co.nz by COB Tuesday 9 July 2019

For more information, please contact Vicki Cowley on at the email above for a confidential discussion.

Centre Manager - Job Description

Position:	Centre Manager
Reports To:	Olympia Gymnastic Sports Board Chair
Tenure:	Permanent – 40 hours per week
Direct Reports:	Office Administrators Program Managers Community Liaison Contractors (as required) Coaches Volunteers and Code Committee
Functional Relationships:	Olympia Gymnastic Sports Board Gymnastics NZ Staff, coaches and Volunteers Members, Parents, families/whanau Schools and community groups Suppliers and service providers Stakeholders

A key purpose of all staff is to contribute to the achievement of Olympia Gymnastic Sports (OGS) mission, vision and values. These are:

- Vision : Gymnasts achieving at their highest level through GSNZ pathways;
- Mission: Providing quality gymnastic and sport related programmes and facilities that develop and grow community participation, supporting pathways to achievement at all levels.
- Values: spell SPIRIT. That is; Safety, Perseverance, Inclusiveness, Respect, Integrity and Teamwork.

The manager shall be responsible for

- Ensuring the development of a positive, friendly and supportive environment, which encourages co-operation and a happy work place
- Ensuring that staff and coaches are provided with the appropriate and reasonable resources to ensure efficient and effective operation of the club
- Working with the OGS's as required, to develop and implement strategic plans for the club

Manager Role

- To manage activities of the club in line with the outlined expectations of this job description
- Provide clear and accurate reports to the Board monthly on the general and financial state of the club, including but not limited to;
 - Financial accounts and position
 - Health and Safety risks and concerns
 - Injuries to athletes and updates on recovery where appropriate
 - Complaints from members, coaches and parents and resolutions taken
- Keep up to date with Gymnastics NZ related activities and information reporting to the Board where appropriate
- Liaise with Gymnastics NZ officer(s) as required
- To build and maintain good working relationships with other gymnastics clubs, particularly all clubs within the Canterbury region.

Duties

Task Description (key responsibilities)	
General operational management	<ul style="list-style-type: none"> • Ensure smooth day to day operation of the club • Ensure appropriate systems and processes are in place, where applicable, develop business cases to implement new systems as required • Oversee administrative functions and processes within the club • Lead implementation of the strategic plan in accordance with Board's direction • Develop annual business plans in line with strategic direction of the club. • Manage the club effectively and efficiently, and in accordance to club policies as outlined and approved by the Board • Maintain and report on club risk register and highlight to Board monthly
Financial Management	<ul style="list-style-type: none"> • Develop and maintain operational budget in collaboration with the board member for finance for the club • Work with relevant programme managers, collaboratively create programme specific budgets ensuring requirements of each programme is adequately met • Prudently manage club resources within operating budget • Ensure all financial obligations and processes are met e.g. month end, debtors/creditors • Provide regular (nominally monthly) reports to the board on the financial status of the club
Health & Safety	<ul style="list-style-type: none"> • Ensure all health and safety obligations and processes are met • Work collaboratively with the Board's Health & Safety representative to maintain up to date health & safety policies • Develop and maintain equipment & maintenance register for all apparatus in the club • Actively identify any health & safety risks and inform the Board of any items requiring attention
Marketing and Public Relations	<ul style="list-style-type: none"> • Work with the Board to ensure the club is presented in a strong, professional manner to relevant stakeholders • Develop and implement marketing plans and associated budgets (reporting on activity and results as required) • Liaise with media and advertising • Co-ordinate promotional events as required • Develop and maintain relationships with other clubs, school groups and individuals to the benefit of the club
Staff Management and Development	<ul style="list-style-type: none"> • Provide clear direction and leadership to the club's staff, coaches, volunteers and members • Proactively manage complaints in a timely manner when required to achieve acceptable resolution where possible • Implement staff development plans and KPIs and effectively monitor progression as part of annual staff appraisal process
Events, Grants/Funding	<ul style="list-style-type: none"> • Working with program managers to ensure smooth and effective management of club events and competitions • Identify opportunities for funding and proactively manage

	<p>applications</p> <ul style="list-style-type: none"> • Identify opportunities for funding for Athletes, Events, and Club, pro-actively follow up for renewal of funding opportunities. • Oversee administration of any code fundraising and funding records, and documentation • Submit proposals and grant reports to the Board on new, and progress of, existing opportunities.
Board Support	<ul style="list-style-type: none"> • Support the Board to fulfil its role in accordance with policies and the constitution • Pro-actively work with the Board on development of strategic plan, taking a leadership role as required • Present management, health & safety, and financial reports at committee meetings (dashboard report) • Prepare minutes of meeting ready for distribution by the Chair

Ideal Skills and Attributes

- Relevant qualifications or experience
- Experienced in staff management and leadership
- High level of business Acumen
- Ability to work with Children and Parents
- Superior communication skills (both verbal and written)
- Competent in the use social media for promotional purposes
- Commitment to continuous improvement and development of all programs, staff and members
- Willingness to work collaboratively as part of a team, identifying and implementing development pathways
- Ability to network in wider community and sporting and the ability to maintain, developing and maintaining relationships within this network
- Current clean drivers licence
- Competent in the use of the Microsoft Office suite.
- Committed to working within the Sport NZ Code of Ethics
- Meet requirements of NZ Police Vet Check to work with children