



# HUTT VALLEY Gymnastics

Are you a business minded professional with strong management and leadership skills? Hutt Valley Gymnastics is looking for a dynamic and enthusiastic person to manage our fantastic new 2,400 square metre facility and lead our amazing team of 50 plus staff.

Our club has approximately 850 members and has comprehensive offerings across our recreational gymnastics, competitive gymnastics, cheerleading, and tumbling programmes. We are a community club, offering classes from pre-school age, through to adult classes. We run school holiday programmes and host approximately 100 birthday parties a year. The club also runs competitions, this year including the Central Champs – a regional competition expected to attract gymnasts from all over New Zealand.

We are looking for a highly motivated Centre Manager with plenty of initiative. In this role you will be applying your strong business development skills to help build our membership and develop new offerings. You will be working with our Gymnastics Director and highly qualified Head Coaches to build a collaborative and dynamic leadership team for the club.

Prior experience in a sporting code would be advantageous, but no prior gymnastics experience is necessary as you will be fully supported by the Gymnastics Director and team of Head Coaches.

The Centre Manager will be responsible for:

General operational management:

- Ensuring the smooth day to day operation of the club
- Leading the implementation of the strategic plan
- Managing contract and supplier relationships
- Managing property issues and maintenance in cooperation with the clubs

Property Officer

People Management:

- Ensuring the development of a positive, friendly and supportive environment, which encourages cooperation and a cohesive workplace
- Managing all HR and employment contract functions

## Business development

- Developing and implementing marketing plans
- Developing annual business plans
- Developing and maintaining an operational budget in collaboration with the club treasurer.
- Identifying growth opportunities for the club and developing business plans to capitalise on these opportunities.

## Governance support:

- Providing clear and accurate monthly reports to the Committee on the general and financial state of the club, including such items as:
  - Financial accounts and position
  - Health and Safety risks and concerns
  - Complaints from members, coaches and parents and resolutions taken
- Identifying opportunities or needs for funding and assisting with grants applications

For a full job description email [secretary@huttvalleygymsports.co.nz](mailto:secretary@huttvalleygymsports.co.nz)