



ESGC GYMNASTICS PROGRAMME MANAGER

We are looking for an experienced Gymnastics Programme Manager to lead our well established club. A unique person who thrives in a busy environment, is innovative in their approach and has a passion for gymnastics.

This role offers the chance to take on full responsibility for the day-to-day running of the gymnastics programme. You will report directly to the General Manager and will line manage all our discipline specific programme lead coaches.

The ideal candidate would work on site full time, evening and weekend work is essential to the role.

How to apply:

For more information or to submit an application (CV and cover letter), please email Catrin at president@esgc.co.nz by close of business on Monday **24th March 2025**

About us

We have proudly served the community for more than 25 years, providing a nurturing space for gymnasts of all ages and skill levels. Having successfully grown over the years. We have been a cornerstone of gymnastics in the community, with countless gymnasts and coaches achieving success locally, regionally and nationally. As part of our team, you'll play a key role in preserving and revitalising this legacy.

Based in Glen Innes in Auckland, Eastern Suburbs Gymnastics Club is a mid-sized club with a history of excellence in Women's Artistic Gymnastics. We have a strong community of families, and a professional, dedicated Board.

ESGC is a registered charity, serving more than 600 local members. As a club we are committed to developing all our gymnasts to their fullest potential, whilst growing our programmes to increase participation and a love of gymnastics in our community. We support our people in their professional development goals and foster an environment of teamwork where everyone brings their very best.

About the role:

PRINCIPAL DUTIES AND RESPONSIBILITIES:
We offer Women's , Men's recreational, Play gym, Parkour, Circus skills and Preschool gymnastics programmes. The gymnastics programme role is a new opportunity that will ensure Eastern Suburbs Gymnastics Club (ESGC) provides a range of activities to meet the community's needs, ensuring everyone can participate at a suitable level.
The Gymnastics Programme Manager is responsible for planning and organisation of all aspects of the gymnastics programme. This includes setting the annual calendar and programme plan, organising and controlling programme activities, the safety and management of the gymnastics programme within the centre, its equipment and facilities and activities.
The role is a split between coaching and programme development requirements.



General Responsibilities

- Reporting to the General Manager the role will lead the development and delivery of our activity programme.
- Develop and implement an innovative activity programme to maximise the use of the facility. Proactively identify and implement ways to improve experience, grow participation and increase retention.
- Provide regular reporting and communications on programme achievements. Work with the General Manager to establish appropriate operational metrics.
- Consistently deliver excellent outcomes for members, gymnasts and coaches.
- Recruit, retain, develop, nurture and motivate a high-performing coaching and judging team.
- Ensure our coaches wellbeing is prioritised, workforce planning is timely and effective, and appropriate staffing levels are maintained so that activities are delivered safely and operated efficiently.
- Ensure the facility and its equipment are fit for purpose and maintained to an appropriate safe operating standard. Report Health & Safety requirements, concerns and investigations to the General Manager.
- Respond to general enquiries from the membership as required.
- Comply with all ESGC policies, procedures, and values.
- Promote an inclusive culture that welcomes gymnasts and staff from diverse backgrounds.
- Attend appropriate training and development opportunities as required.

Personal Qualities

- Able to manage competing priorities and a constantly changing work programme
- Demonstrate excellent organisational skills.
- Great team leader and skilled planner with the ability to inspire and mentor.
- Maintain a high standard of professionalism at all times.
- Self-motivated with a passion for gymnastics.
- A personal commitment to excellence.
- Fosters a proactive culture of continual improvement.
- 'Can do' attitude and ability to thrive under pressure.
- Accepts responsibility and takes initiative.
- Prepared to contribute positively to ESGC's team environment to help our gymnasts succeed.
- Shows integrity and is fair, equitable and ethical in their approach.



Qualification & Skill Requirements

- Have 3-5 years gymnastics coaching experience.
 - Relevant qualification in gymnastics coaching.
 - Recreational coaching, programme management and programme development experience.
 - *Women's artistic and men's Artistic coaching qualifications would be an advantage, or the willingness to work towards achieving them.*
 - Experience in coordinating and mentoring junior coaches.
 - *Judging experience is a plus, and a willingness to mentor junior judges is beneficial.*
 - Excellent communication skills.
 - An overall positive attitude and passion for the sport of gymnastics.
 - Proven ability to work as a key member of a team.
 - Dedication to ensuring safe working practises.
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- Able to work out of usual office hours including evenings and weekends.
 - Current driver's license or ability to travel as required.
 - First aid trained and willing to undergo police vetting.
 - A NZ citizen/permanent resident or hold an appropriate New Zealand working visa.

Key Relationships

- ESGC General Manager.
- ESGC coaches and volunteers.
- ESGC whānau group.
- ESGC membership (parents and coaches) & users i.e. school & community groups.
- Gymnastics New Zealand.