

Education Administrator

Gymnastics New Zealand

Gymnastics New Zealand is the recognized National Sports Organisation responsible for the development, promotion and governance of Rhythmic and Artistic Gymnastics, Aerobics, Trampoline, Tumbling, Parkour and Gym for All.

Our Vision: To be New Zealand's first choice sport

Our Purpose: To enable positive gymnastics experiences for everybody

Our Values:

- Manaakitanga – care for others, bring alongside
- Manahau – joyful, positive energy
- Rangitiratanga – action, leadership
- Manawanui – steadfast, committed

PURPOSE:

Support the delivery of Gymnastics NZ education programmes by coordinating logistics, administration and communication for coaching and judging courses. This role ensures a positive experience for participants and supports the education team in achieving strategic goals.

SPECIFIC DUTIES & RESPONSIBILITIES

Course administration and logistics

- Organise venues and coordinate presenters for coaching and judging courses
- Set up courses in the database system
- Administer online course registrations
- Process online submissions
- Manage pre and post course communication with participants

General Administration

- Manage the Education Mailbox, responding to enquiries in a timely manner
- Complete daily invoicing for education services
- Update course participation numbers for reporting
- Assist with qualification checks for endorsed events and national competitions
- Support the education team with general administration and coordination of events as required.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified. This role may require periodic travel.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard
- Support and help develop a positive workplace culture
- Demonstrate excellent interpersonal communication skills
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business
- Comply with all employment obligations
- Promptly undertake to complete all reasonable and lawful instructions and directions given
- Serve the business in good faith, promoting and protecting the business's best interests
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplan.

SKILLS, EXPERIENCE & EDUCATION

Essential

- Strong organisational skills with attention to detail
- Proficiency in using database systems and office software
- Excellent written and verbal communication skills

- IT skills and the ability to adapt quickly to new systems

- Gymnastics background/interest in gymnastics (preferred but not essential)