

Participation Coordinator (Maternity Cover, 35 hours per week)

Start Date: August 2022 TBC

Finish Date: 20 January 2023

The Participation Coordinator will play a key role in delivering a range of experiences and opportunities that will include:

- Futures Canterbury Selwyn & North-East Hub
- Futures Girls Golf
- She Loves Golf
- Golf NZ participation initiatives

The focus of this role will be administrative support and the planning and delivery of programmes to provide opportunities to a range of demographics.

Key Objectives

- Entry points to golf
- Provide quality experiences
- Increase participation and engagement
- Support golf clubs in Canterbury
- Raise the profile of golf

Reports to	Canterbury Golf Development Manager
Key Relationships	Futures Canterbury Participating Clubs Futures Canterbury Members Canterbury Golf Clubs Canterbury Golf Development Manager Golf NZ Regional Support Manager Golf Professionals

Key Competencies

- Excellent administration, organisational and planning skills.
- Sound working knowledge of Microsoft Office and social media platforms.
- Knowledge of golf desirable.
- Highly developed communication skills with the ability to relate to children, teenagers and adults.
- Ability to speak confidently in front of large groups of people.
- Strong relationship and customer service skills.
- Ability to prioritise and work independently in an efficient and timely manner.
- Good attention to detail/accuracy.
- Ability to work as part of a team.
- Enthusiastic and motivated.
- Current drivers licence.
- Current first-aid certificate desirable but not essential.

Key Responsibilities

To coordinate & lead participation programmes and events with the following responsibilities:

- Communicate and work collaboratively with local golf clubs regarding the scheduling of events and coaching sessions.
- Communicate and promote participation opportunities to our target audience.
- Organise and deliver events with an emphasis on young people, families and women.
- Regularly engage with Futures Canterbury members
- Coordinate scheduling of coaching programmes and assist golf coaches with the delivery to young people and other participant groups.

- Utilise available marketing platforms including website, Facebook and Instagram to promote participation programmes and events.

Key Areas of Accountability

Futures Canterbury Administration	<ul style="list-style-type: none"> • Management of Futures Canterbury membership and data • Manage membership enquiries • Processing new members and membership renewals • Apparel pack distribution and monitoring and maintaining stock levels • Managing rental golf club sets distribution
Programmes (Learn and Play & Girls programmes)	<ul style="list-style-type: none"> • Organising delivery dates/venues with clubs • Organising logistics with Futures Coaches • Promotion of programmes • Communication with programme participants • Administration of programmes • On-going communication with Futures coaches re delivery
Events (Hub events, Futures Opens, Girls and SLG events)	<ul style="list-style-type: none"> • Communicate with clubs to coordinate event delivery • Promotion of events • Responsible for pre-event planning (draws, prizes, communication with Event Co-ordinators regarding logistics etc.) • Delivery of events • Post events publishing of photos/results, updating website with event details • Record and measure participation engagement
Futures Hub Clubs	<ul style="list-style-type: none"> • Point of contact for Hub clubs regarding Futures • Maintain and develop collaborative relationships with club's appointed Hub Coordinators • Organise Hub meetings as required • Ensure clubs understand their involvement in the Hub
Promotion and Media	<ul style="list-style-type: none"> • Create and measure all social media advertising • Website updating • Creation of "What's On" guides • Promotional material including newsletters, posters & brochures
Relationship Management	<ul style="list-style-type: none"> • Maintain and develop collaborative relationships with Canterbury Golf Clubs, Golf Professionals, North-East & Selwyn Hub personnel, Canterbury Golf and Golf NZ employees, and Futures Coaches/coordinators • Uphold the values and purpose of Canterbury Golf within the wider community

Training and Support

Alongside standard training for the role the successful candidate will have the opportunity to engage in a handover learning process with current Canterbury Golf staff as well as attend a Golf NZ Futures residential training programme in Auckland in the weeks leading up to their start date.

Note: Successful applicant will be required to undergo a police check. Canterbury Golf is committed to Child Protection and the safeguarding of children and young people, and it is our expectation that all staff will operate in a way that reflects this intent.