

## 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

<b>Reports to</b>	Canterbury Golf Development Manager
<b>Key Relationships</b>	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

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

### 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.