

EVENT MANAGER

POSITION DESCRIPTION

Job Title	Event Manager
Responsible To	Inline Hockey New Zealand
Job Purpose	The Event Manager shall be responsible for organising, facilitating and evaluating the tournament in conjunction with Inline Hockey New Zealand for the benefit of the Inline Hockey community

SCOPE

The Event Manager will plan, develop and deliver the tournament program and oversee the daily schedule in conjunction with Inline Hockey New Zealand. IHNZ will work with the incumbent to develop a high quality and successful event in line with Inline Hockey's culture and values.

This document is a guideline for performance and success and may be amended from time to time as conditions warrant.

MAIN RESPONSIBILITIES

1. Organise and facilitate all aspects of the annual tournament
2. Work with IHNZ on developing a tournament budget
3. Liaise with IHNZ to develop the block schedule and draw
4. Complete a Health and Safety plan for the venue
5. Complete a Logistics and Delivery plan to include site specific and IHNZ requirements - this may include but not limited to; risk planning, cleaning, rubbish, lighting, PA, services such as food, medical, First Aid volunteers, trophies, scorebench organisation,, social media, tracking and communication of results, etc)
6. Be onsite for the tournament and deal with all queries efficiently and effectively
7. Ant other duties as may be required by IHNZ to ensure the successful running of the tournament

RELATIONSHIPS:

1. Players, Coaches, Regional committees, Clubs, IHNZ

QUALIFICATIONS:

1. Relevant experience in administration and organisation of people and /or events
2. Working knowledge of MS Office including Word, Excel and any other relevant office tools

EXPERIENCE:

1. Experience, involvement or participation in the organisation of people and /or events
2. Demonstrated ability to communicate effectively with a wide range of people

ABILITIES & SKILLS:

1. Strong work ethic and positive attitude
2. Excellent communication skills - ability to communicate professionally and effectively in both written and oral forms
3. Organisational skills and the ability to build successful relationships
4. Flexibility, ability to work under pressure and to deadlines with minimum supervision whilst managing multiple tasks
5. Attention to detail
6. Competent computer skills
7. Enthusiasm to develop and deliver an excellent product for the benefit of all in the IHNZ community
8. Ability to develop and drive a team

Note:

1. It is an IHNZ requirement that all coaches and managers will undertake Police Vetting and Third party Criminal Conviction Checks as per the Children Act 2014.
2. This role is a volunteer role.