

Job Description: Event Coordinator
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Job Description

Event Coordinator

Our Vision

Wellington North Badminton is a rapidly growing not-for-profit sports organisation with a vision to provide the best badminton experience in our community.

How you will make an impact

- Understand and deliver on Wellington North Badminton's vision
- Leverage badminton events and competitions to build awareness and promote the benefits of badminton
- Leverage Wellington North Badminton Stadium facilities to raise funds towards badminton programme in the community
- Facilitate and maintain effective and productive relationships with all stakeholders and colleagues

What you will do

- Manage all aspects of event delivery for badminton events and competitions, this includes but is not limited to:
 - An innovative approach to event design and delivery
 - Communications and promotions of events and programmes
 - Schedule and develop a calendar of events that encourage continued participation
 - Identify, recruit and train volunteers to assist with programme and event delivery
 - Collect feedback and data from all event/programme participants for reporting and continuous improvement
- Manage all aspects of event delivery utilising Stadium facilities (such as the Muir Lounge and Boardroom), this includes but is not limited to:
 - Identify the client's requirements and expectations for each event
 - Contract drafting and confirmation of day-of logistics
 - Communications and promotions of venue spaces for hire
- Work with the Community Manager to develop new events and competitions to provide competitive experiences to a wide range of players
- Work with the General Manager to seek funding for event delivery where applicable
- Assist the Community Development team to deliver programmes and events where required

What success looks like

- Delivery of successful badminton events and competitions
- Implementation and delivery of development events and programmes that encourage continued participation
- Stadium facilities (e.g. Muir Lounge and Boardroom) is a venue of choice for businesses and community events in the Capital Region.

What you will bring

- Sound understanding of general badminton competition rules and regulations is highly desirable but not essential
- Event and competition management and delivery experience, ideally in a range of environments including performance/schools/clubs/communities' settings
- A team player - works constructively with team members and/or other employees towards the Wellington North Badminton Vision and Mission statements
- Demonstrates high standards and behaviours that deliver superior customer service
- Demonstrates excellent communication skills, promoting and selling ideas to others
- Ability to build and maintain positive working relationships with people at all levels
- Strength in problem-solving, critical, and analytical thinking
- Excellent eye for detail and time management
- Financial and budget management skills is advantageous
- Marketing and social media skills are highly desirable

Who will you work with

- Reports to the General Manager
- Work alongside the Community Manager and Community Development Officers
- Diverse communities and volunteers
- Badminton players of all ages
- Capital Region Badminton Associations' staff
- Central Region Badminton Associations' staff
- Badminton New Zealand Event team staff
- Nuku Ora staff
- Local and regional businesses and communities