**Programme Director**

**POSITION DESCRIPTION**

**INTRODUCTION**

Women in Sport Aotearoa, Ngā Wāhine Hākinakina o Aotearoa (**WISPA**), exists to transform society through leadership, advocacy and research, with a view to ensuring all women and girls gain equity of opportunity to participate, compete and build careers in play, active recreation and sport. WISPA’s strategic vision is to see women and girls become ‘valued, visible and influential’ by working closely with key system stakeholders. In partnership with [The Shift Foundation](https://www.shiftnz.org/) (**Shift**), it is delivery agent for the annual Sport NZ Women + Girls Summit events 2019 – 2021. It is also the global delivery agent for the International Working Group (IWG) on Women and Sport Secretariat and Conference 2018 – 2022.

The IWG is the world’s largest network dedicated empowering women and girls and advancing sport. Established in May 1994, the IWG developed and remains guardian of the Brighton plus Helsinki 2014 Declaration, which now has nearly 600 signatories. The IWG is governed by the IWG Global Executive. It advocates for gender equity all year-round, working closely with global agencies including the United Nations, UNESCO and the World Health Organisation (WHO). Every four years, it stages the IWG World Conference, the world’s largest gathering of experts on gender equity in sport and physical activity, with 1200+ delegates.  The next conference will take place in Auckland, New Zealand, 5-8 May 2022.

For more information visit [www.womeninsport.org.nz](http://www.womeninsport.org.nz) and [www.iwgwomenandsport.org](http://www.iwgwomenandsport.org) or search ‘Women in Sport Aotearoa’ and ‘IWG Women & Sport’ on Facebook, Twitter, Instagram and LinkedIn.

**POSITION PURPOSE**

This role is a **new** full-time position based at the WISPA offices in Mt Eden, Auckland, New Zealand.

The Programme Director role will be both strategic and also, very hands-on. It will lead delivery of all global and national programmes in support of both the WISPA and IWG Strategic Plans (download from the above websites) and will also support the strategic objectives of key stakeholders, such as Shift. The role will work with and report to the CEO and work in a matrix environment, with access to senior and junior volunteers, partners and key stakeholders in support. Over time it is anticipated that, when budget allows, the role will have direct reports and agencies or external events resource.

Key deliverables will include delivery of the [Sport NZ Women + Girls Summit in 2020 and 2021](https://womeninsport.org.nz/programmes/women-and-girls-summit/) and the [IWG World Conference in May 2022](https://iwgwomenandsport.org/world-conference/), plus the annual [Captain’s Lunch](https://womeninsport.org.nz/programmes/captains-lunch/) and smaller activities, such as the WISPA and IWG AGMs. The Programme Director will also play a key role in developing and leading new programme initiatives designed to realise key WISPA, IWG and stakeholder objectives.

**MAIN RESPONSIBILITIES**

*The Programme Director will lead all design and delivery of key programmes, with components incl:*

* Leading design of each activity(s), including theme/content planning, structure/format, pricing/ registration strategies, plus key systems implementation like Health & Safety, Risk & Issues etc;
* Creation, stewardship and delivery of Project Plan per activity(s) against deadlines, incl. reports;
* Development and reporting on a detailed Budget per activity(s); incl. prudent cost management;
* Management of any end-to-end event delegate support, from online ticket hub to information provision pre and post activity and particularly, professional delivery of any at-event registration;
* Being point of contact for all speakers, facilitators or contributors, from invitations to provision of pre-event briefings, pre and at-event logistical support (i.e. flights, travel) and on-site support;
* Hands-on event(s) delivery, including venue selection and management (including on-the-day set-up, delegate registration, catering, AV, signage, etc) and management of all event suppliers;
* Development and coordination of volunteer and student integration across all activities;
* Strategic development and set-up of exhibitor and other parallel and side programmes(s);
* Supporting the CEO and key stakeholders in the delivery of marketing and communications.

*The Programme Director work will interlink with other key strategic outputs including:*

* WISPA and IWG’s ongoing research and advocacy work;
* Network development and support in New Zealand and globally;
* IWG contract deliverables, i.e. [Brighton plus Helsinki 2014 Declaration](https://iwgwomenandsport.org/brighton-declaration/) and [IWG Progress Report](https://iwgwomenandsport.org/programmes/insight-hub/)

*The Programme Director will lead and manage input from an array of key stakeholders, including:*

* The CEO and occasionally, the WISPA Board and IWG Global Executive;
* The Sport NZ Women + Girls Summit Steering Committee (Sport NZ; WISPA and Shift members);
* The Local Organising Committee of the IWG World Conference (LOC);
* Key strategic partners such as Sport NZ and the Shift Foundation;
* Members of the WISPA and IWG networks, in New Zealand and abroad;
* All delegates and attendees, speakers, facilitators and event contributors;
* All event suppliers and partners supporting programme and event delivery;
* Agencies or external events resource and/or future team members and/or volunteers.

**CORE SKILLS REQUIRED**

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| * Strategic planning and reporting experience and a proven ability to deliver to deadlines | * Outstanding levels of attention to detail and a commitment to the highest quality delivery |
| * Exceptional event and project management skills; ability budget and manage expenditure | * Ability to clearly understand where and how key programmes support the wider strategy |
| * Excellent relationship management skills and an ability to relate to many different people | * Programme development expertise welcome, along with commercial development skills |
| * Strong experience in managing adherence Health & Safety / Risk & Issues legislation | * Proven expertise in setting-up and managing a CRM database and managing information |
| * Communications experience welcome, plus passion/understanding of *Te Tiriti o Waitangi* | * A positive attitude, ability to self-manage and a willingness to be very “hands-on” initially |
| * An interest in sport; women’s sport; diversity and inclusion; and global relations welcomed | Second language(s) are welcome (particularly Spanish, French, Chinese, Arabic or Te Reo). |

**APPLICATIONS:**

Send a CV and cover letter to [grant.fraser@sportnz.org.nz](mailto:grant.fraser@sportnz.org.nz) by 5.00pm, Friday 14 February 2020.