**Project Manager (FIXED-TERM)**

**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 to 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, 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 fixed-term full-time position starting immediately and ending on 30 June 2022.

Key deliverables will include overseeing the staging of the [8th IWG World Conference on Women & Sport](https://iwgwomenandsport.org/world-conference/) in May 2022 and in the run-up, the [Sport NZ Women + Girls Summit](https://womeninsport.org.nz/programmes/women-and-girls-summit/) in September 2021 plus other general events and activities, such as the annual [Captains Lunch](https://womeninsport.org.nz/programmes/captains-lunch/) and the WISPA/IWG AGMs.

The Project Manager role is strategic but also, very hands-on. It reports directly to the Programme Director and to the Chief Executive. The role will work in a matrix environment, with access to senior and junior volunteers, partners and key stakeholders. The Project Manager will have direct oversight of the Professional Conference Organiser (PCO) appointed to deliver logistics for the pinnacle events.

**MAIN RESPONSIBILITIES**

***8th IWG World Conference on Women & Sport & Sport NZ Women & Girls Summit***

* Stewardship/delivery of all WISPA activities mapped in Project Plans against timelines/budget.
* Positioning as one of two WISPA points of contact for the Professional Conference Organiser (PCO), overseeing delivery of the contractual agreement against agreed timelines and budgets.
* Positioning as one of two WISPA points of contact reporting to the two Steering Committees. Coordination of all monthly reporting, presentation of key activities and decisions for approval.
* Support for and reporting on a detailed Budget per activity(s); incl. prudent cost management.

***General Events & Activities***

* Briefed and under the direction of the Programme Director and the CEO, as these arise.
* Examples of work include [Captains Lunch](https://womeninsport.org.nz/programmes/captains-lunch-2021/), the WISPA AGM; IWG AGM; and various meetings.

*The Project Manager work will interlink with other key strategic outputs including:*

* WISPA and IWG’s ongoing research and advocacy work.
* Network development and support in Aotearoa 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 Project Manager will lead and manage input from an array of key stakeholders, including:*

* The Programme Director, CEO and occasionally, the WISPA Board and IWG Global Executive.
* The IWG World Conference Steering Committee.
* The Sport NZ Women + Girls Summit Steering Committee.
* Key strategic partners such as Sport NZ and the Shift Foundation.
* Members of WISPA and IWG networks, in Aotearoa New Zealand and abroad.
* Delegates and attendees, speakers, facilitators and event contributors.
* 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 to budget / manage expenditure | * Ability to clearly understand where and how key events/activities support wider strategy |
| * Excellent relationship management skills and an ability to relate to many different people | * Ability to manage multiple priorities and stakeholders, with confidence / composure. |
| * Strong experience in managing adherence Health & Safety / Risk & Issues legislation | * A positive attitude, ability to self-manage and a willingness to always be very “hands-on”. |
| * Communications experience welcome, plus passion/understanding of *Te Tiriti o Waitangi* | * Second language(s) are welcome (particularly Spanish, French, Chinese, Arabic or Te Reo). |
| * An interest in sport; women’s sport; diversity and inclusion; and global relations welcomed |  |

**APPLICATIONS:**

Send a CV and cover letter to [grant.fraser@sportnz.org.nz](mailto:grant.fraser@sportnz.org.nz) by 10.00am, Monday 24 May 2021.