



Events & Project Manager POSITION DESCRIPTION

BACKGROUND

Women in Sport Aotearoa, Ngā Wāhine Hākinakina o Aotearoa (WISPA), exists to transform society through leadership, advocacy and research, with a view to ensuring that all women and girls gain equity of opportunity to participate, compete and build careers in sport and recreation. WISPA works with partners across New Zealand and currently, is also the global delivery agent for the International Working Group (IWG) on Women and Sport Secretariat and Conference 2018 - 2022 in October 2018.

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 550+ signatories. The IWG is governed by the IWG Global Executive. It advocates for gender equity 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 1500+ delegates. The next conference will take place in Auckland, New Zealand, 5-8 May 2022.

For more information visit www.womeninsport.org.nz and www.iwgwomenandsport.org or search 'Women in Sport Aotearoa' and 'IWG Women & Sport' on Facebook, Twitter, Instagram and LinkedIn.

POSITION PURPOSE

To deliver a set of national and international events and strategic projects that fully support the delivery of the WISPA and IWG Strategic Plans (downloadable from the websites listed above).

MAIN RESPONSIBILITIES

Strategy & Leadership (focus: 10%)

- Work with CEO to develop and execute an annual WISPA/IWG Events & Strategic Projects Plan
- Take organisational accountability for delivering KPIs and reporting in core areas of responsibility
- Contribute to preparation for Board, Steering Committee, Working Group or similar meetings through development/support for agendas and pre-reading (i.e. reports; budgets, etc); wherever requested, present and make recommendations at meetings and support any decision-making
- Provide guidance, support and direction for team members and wider organisation as needed
- Identify and recommend improvements in core areas of responsibility, ie. global and local trends
- Represent WISPA and IWG in external situations, i.e. at sport sector or marketing industry events

Events (focus: 60%)

- Lead the delivery of all WISPA and IWG events, with key responsibilities for each including:
 - Creation of a Project Plan per event(s) highlighting tasks to be completed, by who and when
 - Development of comprehensive budget per event(s); manage and report income/expenses
 - Designing overall event structure, including format, running order, and content deliverables
 - Selecting venue(s); negotiate pricing, booking terms and conditions and payment schedules; working directly with the venue to set the event up, including room set-up, registration, AV
 - Working with any event management agencies appointed to support delivery of the event(s)



- Review, select and manage and pay invoices all event suppliers, including but not limited to, catering and related deliverables (ie. set-up); AV and lighting; travel/accommodation etc
- Creating event registration/pricing strategy; manage pre-event registrations and payments via the web event hub(s)/CRM database and ensure all receipts and invoices are distributed; manage the registration process at-event, i.e. check-in, nametags and delegate/guest packs
- Support the involvement of any exhibitors, should they become part of the event(s) strategy
- Design and management of the Health & Safety Plan; Insurances; and Risk & Issues Register
- Being first “port of call” for any delegates/guests seeking information or support at any time
- Working in partnership with WISPA Communications Manager; deliver the following:
 - Support for promotional campaigns being delivered around any WISPA and IWG event(s)
 - Creation of speaker/VIP target lists; back-up support on any liaison with speaker/VIPs
 - Set-up/management of new CRM database; lead coordination of WISPA and IWG networks
 - Manage the distribution of the WISPA and IWG e-Newsletters to the new CRM database
 - Development of delegate or guest event packs, potentially including merchandise (i.e. pins)
 - Lead responses to any direct and indirect queries about event(s), i.e. email and social media
 - Coordinate development and reporting on any post-event surveys or feedback mechanisms
- Work with key stakeholders, including event partners, suppliers and event promoters to support involvement in event(s); support to follow through on agreed tasks, set deadlines and approvals.

Strategic Projects (focus: 30%)

- Work with CEO and other key stakeholders to design and execute key priority projects, including but not limited to, the 8th IWG World Conference (5-8 May 2022); the Brighton plus Helsinki 2014 Declaration on Women & Sport Programme; and the bid process for the IWG Secretariat & Conference host nation 2022-2026. Priorities will be agreed in partnership with WISPA Board.

CORE SKILLS REQUIRED

● Strategic planning and reporting experience and a proven ability to deliver to deadlines	● Exceptional event and project management skills; ability budget and manage expenditure
● Excellent relationship management skills and an ability to relate to many different people	● Strong experience in managing adherence Health & Safety / Risk & Issues legislation
● A passion for sport; women’s sport; diversity and inclusion; and global relations welcomed	● Proven expertise in setting-up and managing a CRM database and managing information

Second language(s) are welcome (particularly Spanish, French, Chinese, Arabic or Te Reo Māori).

APPLICATIONS: This role is planned as a flexible 3-4 day per week contract role initially running to 31 December 2021. Send a CV and cover letter to grant.fraser@sportnz.org.nz by Friday 24 May 2019.