



Participation and Development Manager

Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 17 Member Countries.

The Participation and Development Manager is responsible for the overall management of the Sport for All and Membership Development areas within Badminton Oceania with particular focus on Pacific Members. This is a full-time role based in the Badminton Oceania office in Ellerslie, Auckland, New Zealand

We are seeking a person with proven experience and success in a sports development role ideally with knowledge of the badminton world and an understanding of working with Pacific countries. See the job description for more details.

All applicants must currently be legally allowed to work in New Zealand

Please send a cover letter and CV to:

Badminton Oceania

E-mail: office@badmintonoceania.org

Please put in the subject line: ***Participation and Development Manager***

Applications close Friday 20th October 2023

Only applicants who are required for an interview will be contacted



Job Description

Participation and Development Manager

Badminton Oceania (BOC) is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 17 Member Countries.

Further information on BOC can be found: www.badmintonoceania.org

The Participation and Development Manager will be responsible for the management of the Sport for All and Membership Development areas within Badminton Oceania with particular focus on Pacific Members.

The relevant working areas are:

SPORT FOR ALL

- Shuttle Time
- AirBadminton participation
- Equipment distribution
- Disability participation including Special Olympics and Para Badminton
- Team Up Project – Australian Government Sport for Development Programme
- Pasifika community projects in Auckland

MEMBERSHIP DEVELOPMENT

- BWF Member grant programme support
- Member administration – building capability and capacity
- New Members
- Developing links between Member Associations, NOCs, NPCs and other key stakeholders in country

In accordance with the relevant working areas key responsibilities are:

- Strategic planning
- Annual planning, delivery and reporting against KPIs
- Budget management
- Management of Development staff and volunteers
- Engaging with Member Associations and key stakeholders

This full-time role is a key role within Badminton Oceania, reporting to the Secretary General based in our head office in Ellerslie, Auckland, New Zealand

HOURS OF EMPLOYMENT:

This is a full-time position equivalent to 40 hours per week. The role will include some international travel with flexibility in working hours required

REPORTING TO:

BOC Secretary General

STAFF REPORTS:

- Development Officer – PNG
- Team Up staff and contractors

KEY RELATIONSHIPS WITH:

- BOC Staff and Contractors
- BOC Member Associations
- BWF Development staff
- Team Up Staff
- Special Olympics Asia Pacific
- Special Olympics staff in Member Countries
- NPC staff in Member Countries

QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES:

- Experience working with strategies and the relevant implementation
- Experience working in the area of Sport Development
- Experience in strategic planning, operational planning and budgeting
- Experience in reporting and working to deadlines
- Experience in managing staff
- Ideally knowledge of the BWF Shuttle Time programme
- Familiar with the world of badminton
- Strong networking and relationship building skills
- Can work as part of a team as well as independently
- Experience in and the ability to drive change
- An understanding of Pacific cultures
- Comfortable working with Microsoft Office
- Fluent in written and spoken English