



## **Communications and Events 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 Communications and Events Manager role is to manage and deliver and all aspects of communications including branding and marketing including creating and producing content as well as educating and assisting Member Associations with their communications strategies and implementation.

This role includes managing and producing live streaming and the general management and co-ordination of Badminton Oceania led tournaments and events

We are seeking a person; ideally a graduate with 3-5 years' experience and success in a communications and events role preferably with knowledge of the badminton world. You will need to be flexible and can work on your own and as a part of a small team; at times travelling internationally for up to two weeks. The successful applicant will bring new ideas and innovations to the role, have excellent planning and organisation skills and have strong IT capabilities.

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](mailto:office@badmintonoceania.org)

Please put in the subject line: ***Communications and Events Manager***

***Applications close Friday 17<sup>th</sup> November 2023***

Only applicants who are required for an interview will be contacted



## **Job Description**

### **Communications and Events 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](http://www.badmintonoceania.org)

This role is to manage and deliver all aspects of communications including branding and marketing including creating and producing content as well as educating and assisting Member Associations with their communications strategies and implementation.

This role includes managing and producing live streaming and the general management and co-ordination of Badminton Oceania led tournaments and events

The relevant working areas are:

#### **COMMUNICATION**

- Manage and maintain the BOC website and all social media pages
- Manage and update the on-line BOC History document
- Produce innovative content for social media platforms covering all aspects of BOC activities
- Assist Member Associations to develop and enhance their communications and digital presence
- Manage the BOC You-Tube Channel including producing the live stream
- On-site media management

#### **BRANDING & MARKETING**

- Manage BOC branding in accordance with the BOC branding guidelines
- Design and produce required artwork as required across all BOC activities

#### **EVENTS**

- Planning and preparation working with the host and other stakeholders for all BOC led tournaments including: Oceania Championships including Para Badminton, Grade 3 tournaments, Air Badminton and any special events – ie. Oceania Masters in Paradise
- Provide assistance where required for any other tournament in the Oceania region including Special Olympics, Para Badminton and BWF World Tour tournaments
- Pre-tournament entry and draw processing using the BWF Tournament Software system
- On-site assistance including overseeing media and communications and live streaming
- Post tournament evaluations and follow-up

In accordance with the relevant working areas key responsibilities are:

- Strategic planning
- Annual planning, delivery and reporting against KPIs
- Budget management
- Working alongside host organisations, technical officials 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

***KEY RELATIONSHIPS WITH:***

- BOC Staff and Contractors
- BOC Member Associations Staff and Volunteers
- BWF Staff

***QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES:***

- Minimum of 2 years experience in a communications and event management role ideally in the sports industry
- Familiar with the sport and world of badminton
- Experience working with digital strategies and marketing
- Graphic design skills
- Experience with web-site management and maintenance; knowledge of word-press is an advantage
- Experience and a high level of competency working with a variety of social media
- Experience in live-streaming and video production
- Experience in copy writing and interviewing
- Experience in writing and applying event rules and regulations
- Experience in developing event workplans
- Experience in working with a variety of stakeholders including volunteers
- High levels of competency in English – spoken and written
- Initiative and personal drive
- High attention to detail with the ability to prioritise workload
- Can work and deliver within deadlines
- Confident working with Microsoft Office