



Event Manager

Badminton Oceania has an exciting opportunity for an intermediate level Event Manager to continue to build on our vision of “badminton – the sport for all for life” within the Oceania region.

Working in alignment with the Badminton World Federation (BWF) strategies with a focus on the Oceania region, this role has plenty of opportunity for someone to showcase their expertise with opportunity for travel and engaging with great people across our diverse region.

This role will appeal to an adaptable individual who thrives on bringing tournaments and competitions to life through planning and working in partnership with others.

If you are excited by the potential of badminton in the region and how it can impact on the lives of people, and you are inspired by the goal of providing tournaments and competition to develop, improve performance and representation, this could be the perfect role for you.

About Us

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 Executive Board leads the organisation of 4 full-time and 2 part-time staff.
Information on the organisation can be found: www.badmintonoceania.org

About the Role

This newly created full-time Event Manager role is based in our head office in Ellerslie, Auckland, New Zealand, working as part of a small team, reporting directly to the Secretary General.

We are seeking a person with badminton tournament knowledge and experience who can be part of the planning and management of 15-20 tournaments per year in the region to both maintain the high standards our tournaments are known for as well as assisting developing countries to implement and grow local competitions.

A wealth of event planning and delivery experience exists within our organisation to provide comprehensive support to this role.

If you want to be part of a team who are passionate about badminton, enjoy bringing your detailed planning to life to deliver well organised tournaments and are looking for a role that offers variety, challenge and plenty of opportunity then this is the role for you.

The remuneration will be based on experience and competencies the successful candidate brings to the role

At the time of application, it is required that you indicate your salary expectations.

All applicants must be legally entitled to work in New Zealand

Please send a cover letter outlining why you would be successful in this role and CV to:

The Secretary General, Badminton Oceania

E-mail: secgen@badmintonoceania.org

Please put in the subject line: **Event Manager**

Applications close Friday 4 April 2025

Only applicants who are required for an interview will be contacted



POSITION TITLE:

Event Manager

HOURS OF EMPLOYMENT:

Full-time position equivalent to 40 hours per week across a 12 month period.

The role will involve work on weekends, evenings and at times during public holidays. There is no lieu arrangement for this role, as the role offers flexibility outside of tournaments and country visits based on workload.

Overseas travel is part of the role, at times up to 2-3 weeks out of New Zealand.

REPORTING TO:

BOC Secretary General

KEY RELATIONSHIPS WITH:

Internal

- BOC staff (Finance and Administration Manager, Development Staff, Communications Officer)

External

- BOC Member Associations Staff and Volunteers
- Badminton World Federation (BWF) Events and Development staff
- Host Organisers
- Sponsors
- Media
- Technical Officials – Referees, Umpires, Line Judges

LOCATION

- The position is based at the Badminton Oceania Office: Ellerslie, Auckland, New Zealand

ROLE OVERVIEW

- This is an entry - intermediate level position within a small sporting organisation to oversee the planning and implementation of tournaments and the development of competition structures in developing countries
- Oversee the implementation of the Technical Officials pathways and assignment of Technical Officials to tournaments in the region
- The position includes on-site attendance at Oceania Championships, including Para Badminton and BWF Grade 3 tournaments in the region to oversee, assist, provide training and represent Badminton Oceania
- A key responsibility is to develop and integrate the Tournaments and Competitions areas of Member Associations across all areas including Para Badminton
- Ensure delivery of strategic plan KPIs
- Keep the relevant sections of the BOC website updated

KEY AREAS OF RESPONSIBILITY

Oceania Championships (Open, Junior, Para)

- Assist with host venue selection and agreements.
- Plan, organize, and deliver championships in collaboration with hosts.
- Manage budgets, equipment logistics, Technical Officials, and contractors.
- Oversee tournament entries, draws, and software management.
- Produce post-tournament reports with recommendations and collect metrics.

BWF Grade 3 Tournaments in Oceania

- Manage annual calendars, tournament sanctioning, and logistics.
- Work with hosts to ensure compliance with regulations and provide support.
- Oversee budgets, equipment, and Technical Officials appointments.
- Handle entry, draws, and communications with BWF.
- Produce post-event reports and update regulations as needed.

Member Association Competitions

- Develop competition guidelines for Pacific Member Associations.
- Support implementation of competition formats and workforce training.
- Facilitate technical officials' training and tournament software use.
- Assist in planning and ensuring quality player experiences.

General

- Contribute to BOC's operational planning and reporting.
- Manage the Oceania Masters in Paradise event or any other additional event which may arise
- Collaborate with the Communications Officer to promote events.

Key Competencies

- A passion for badminton and a commitment to the development of the sport in the Oceania region
- Some experience in planning and delivering badminton tournaments and competitions
- Excellent communication and relationship management skills with a proactive and flexible attitude
- Strong organisational skills and attention to detail
- High levels of competency in English – spoken and written
- The flexibility to work in a small team working at all levels from grassroots to high performance
- Good time management including the ability to work flexible hours and organisational skills, the ability to prioritise work and meet timelines

Ideal Competencies

- Knowledge of the BWF Competition regulations
- Experience in setting up tournaments, scheduling and managing the tournament using Tournament Software
- An understanding of the Oceania region, the people and cultures

Performance Outcomes

- Positive feedback from Stakeholders including Tournament Hosts, Players, Technical Officials, Contractors and Staff
- New initiatives introduced into existing tournaments
- An increase in the number of Pacific countries staging national tournaments
- Positive and collaborative relationships with a wide range of personalities both internally and externally