



POSITION DESCRIPTION

JOB TITLE: NZRL Talent Development Programme; **Hub Manager**

AGE GROUPS: 16s and 18s

FOUR (4) HUB LOCATIONS: Two (2) in Auckland, one (1) in Central North Island (Upper Central and Mid Central) and one (1) in Lower North and South Island (Wellington and South Island)

HOURS OF WORK: This role requires a commitment of 6 - 10 hours per week. Must be available for some evenings during the week, Saturday mornings and weekend camps over a 12 week period, from January 2019 to March 2019

New Zealand Rugby League:

Our Vision: *Te Iwi Kiwi* - Build a stronger family, community & game

Our Mission: To serve & lead our people to success through rugby league “more than just a game”

Our Values: *Integrity, Respect, Leadership, Courage, Passion*

NZRL and Rugby League is a proven performer on the World stage and as a community leader dedicated to affecting social change within our community through sport.

GENERAL DESCRIPTION:

The Hub Manager has the responsibilities for implementing and managing programme in the respective Hub area. The Hub Manager will manage day-to-day operations of the hub, including venue booking, logistics, and registration of players, with a detailed attendance register of players. Each hub location will be made up of several sites (satellites) across the hub where players will train locally during the weekdays coming together on set weekends for a ‘hub’ training. The Hub Manager will work closely with the players and their families in their respective hub and satellites.

KEY DATES:

Planning and induction dates:

20 / 21 October 2018

Commencement of programme: 24 / 25 November 2018

12 January – 31 March 2019*

**Will include some evenings and weekend commitments, dependant on location and hub*

Fixture dates

Weekends in March – will not be required to attend, but will be main contact for logistics of team prior

Key Responsibilities:

- Key logistical contact for team with NZRL staff
- Maintain a current list of players in the squad along with appropriate contact details and health/emergency information
- Manage all travel, accommodation, apparel and meal requirements for the team
- Assist team management in any reasonable manner to ensure the smooth operation of the team / campaign
- Where appropriate receive and return team equipment and uniforms to NZRL at completion of campaign
- Uphold strong communications with the wider Hub team and NZRL Operational staff
- Support and manage the planning, organising and implementation of the set hub days
- Management of attendance and acting as main facility contact across all hub locations (satellites)
- Handling enquiries from the players and their families with the ability to apply conflict resolution and problem-solving skills in a diverse environment

Skills and Qualifications:

- Holds a current and valid NZRL Level 1 Manager's certificate
- A minimum of 3 years' experience in a relevant role
- The ability to plan and prioritise own tasks and activities
- Strong written and verbal communication and organisation skills
- Leadership and diplomacy skills
- Ability to work autonomously and manage time effectively

Planning and Reporting:

- Prepare Report in NZRL prescribed format to be completed within agreed deadline

Personal Attributes:

- Shows initiative and determination to finish all duties and specified tasks
- Highly motivated and determined to achieve any given task and/or challenges that you may face
- Flexible and understanding of different cultures and backgrounds when dealing with people
- Have a 'can do' attitude to all tasks and challenges
- Be honest in all dealings
- A focus on achieving results
- Thinks laterally, sources creative solutions in the face of unique challenges in a high paced, dynamic and fast moving environment.
- Ability to express ideas clearly through both oral and written communication with strong attention to details.
- Is a proactive team player and prepared to support the endeavors of the wider collective.