

Role Specification
University Trans-Tasman Manager

Reports to	Rowing Coordinator
Key Relationships	<ul style="list-style-type: none"> - University Trans-Tasman coaching team - Coach Development Manager
Time commitment	<ul style="list-style-type: none"> - Trials: 14 April 2019 - Camp 24 – 30 June 2019 - Racing: 1 July – 6 July
Location	<ul style="list-style-type: none"> - Lake Karapiro

Primary Role Purpose

To co-ordinate and manage the New Zealand University Trans-Tasman team through trials, camps and regattas.

As manager it is important to:

- Have a good understanding of the RNZ athlete pathway and communicate the next steps to your athletes
- Demonstrate and reinforce New Zealand Rowing Team culture and values both on and off the water
- Work cooperatively with the wider University Trans-Tasman team

Key Responsibilities

- Logistical and organisational support
 - Liaise with Rowing Coordinator regarding accommodation, catering and transport bookings
 - Liaise with the Australian Team Manager regarding the use of equipment including boats and oars.
 - Assist the selectors with the running of the University Trans-Tasman trial
 - Co-ordinate and support coaches during training camp and regatta
 - Liaise with University Trans-Tasman regatta manager regarding regatta information and assist with the running of the regattas where required
 - General management of athlete welfare throughout the campaign
 - Catering management including the purchasing of breakfast items for both camps and liaising with the caterers around lunch and dinner
 - Liaise with athletes and their tertiary institutions regarding exams during the campaign
- Communication
 - Regular communication with the team through email, newsletters and social media groups regarding camps and regatta information

Skills and Experience

- Relationship management skills – strong interpersonal skills to develop and manage relationships
- Communication skills – excellent verbal and written communication skills
- Work Ethic – a self-starter who has a strong work ethic and the ability to work alone or within a team environment.
- Positive 'Can Do' attitude - be proactive and the ability to manage demanding situations with a positive disposition and a practical, strategic approach.
- A Full New Zealand Drivers Licence.