

NZFRS ARTISTIC ROLLER SPORTS COMMITTEE

JOB DESCRIPTION

New Zealand Academy of Coaches (NZAC)

Principal Manager

This position is an elected role with a 3-year term and voting rights on the New Zealand Artistic Roller Sports Committee and the NZAC and represents the interests of the NZ Artistic Roller Sports Committee and the NZAC.

Responsible to:

Responsible directly to the Chairperson of NZFRS Artistic Roller Sports Committee and the Committee Members.

Responsibilities and Duties:

- Attend all NZ Artistic Roller Sports Committee meetings throughout the year (Quarterly meetings and occasional supplementary meetings)
- Support and participate in the decision-making processes and projects of the NZ Artistic Roller Sports Committee fostering collaboration with all disciplines
- Attend all NZAC meetings and support and participate in the decision-making process of the NZAC by offering suggestions, training tools and support to agreed projects
- Provide strategic leadership in conjunction with the Artistic Committee Chairperson
- Work to ensure there is a coordinated approach to projects within the NZAC
- Assist, oversee and manage the Development Plan – Vision: To support the NZ Artistic Roller Sports Committee in building a sustainable future for artistic roller sports in New Zealand
- Manage to ensure all projects are delivered in an appropriate time frame
- Manage and administer the accreditation portfolio and maintain records
- Work with and assign tasks to the Project Co-ordinator of the NZAC
- Support NZAC at Team trainings and squads
- Act in a professional manner at all times and maintain confidentiality in accordance with NZFRS policy and the Privacy Act

Knowledge and Skills Required:

- Up to date understanding of artistic roller sports
- An understanding and appreciation for RollArt and current World Skate rules
- Technically literate in Google Suite

- Enthusiastic and passionate about fostering a life-long love of the sport
- Previous administration experience
- Previous experience in managing project teams is an advantage
- Business experience is preferable

Eligibility:

- Current paid up member of NZFRS – Skate New Zealand
- Current Renewal of Accreditation
- Minimum 5 years previous team/support member of the NZAC
- Actively involved in the sport of Artistic Roller Skating
- Holder of Level 2 Sport Specific Accreditation (or equivalent)

This position is Voluntary with reimbursement of reasonable costs involved i.e. travel, stationery etc