



Programme Manager

PARALYMPICS NEW ZEALAND

Paralympics New Zealand (PNZ) is the National Sports Organisation for disabled athletes. It prides itself on identifying disabled athletes and supporting them to become medal winning Paralympians. Its main responsibilities are to:

- Liaise with government agencies such as Sport and Recreation New Zealand (SPARC) and New Zealand Academy of Sport (NZAS)
 - Develop and manage Talent Identification and High Performance Programmes.
 - Provide coaching and leadership support to coaches and athletes
 - Select and prepare teams for international events
 - Disseminate information from international organisations such as International Paralympic Committee (IPC), CPISRA, INAS-FID
 - Deliver classification services and education
 - Provide administrative and logistical support to athletes and support staff
 - Deliver medals at World Championships and the Paralympic Games
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PROGRAMME MANAGER

PNZ is seeking to appoint a Programme Manager who has a passion for high performance sport and is driven by achieving results. This person will have at least 3 years experience in High Performance Sport and experience in developing and implementing sports programme plans. The Programme Manager will effectively assist with the implementation and management of the PNZ High Performance Plan in the preparation to the London 2012 Paralympic Games.

KEY DUTIES

- Lead the PNZ Shooting programme
- Develop and manage the PNZ Service Plan
- Manage the PM Scholarship Applications to SPARC
- Develop and manage the High Performance debrief process
- Support the PNZ Performance Analyst

A detailed position description can be obtained from rbradshaw@paralympics.org.nz

ATTRIBUTES

- A tertiary qualification in sport or management is desirable
 - Knowledge of the factors required to win medals at key international events
 - Understand the characteristics of Paralympic high performance sports
 - Proven ability to develop and implement programme plans
 - Excellent programme management skills
 - Proven ability in planning, organisational and prioritising skills
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OFFICE LOCATION

Paralympics New Zealand Head Office is based in Greenlane, Auckland. Candidates must be available and prepared to work within the head office fulltime.

REMUNERATION

The salary package will be dependent on the skill level and experience of the successful candidate. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

APPLICATIONS

Applicants should forward by email only a covering letter and resume by no later than 5pm on Monday 11 July 2011.

Rosemary Bradshaw

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Email:

rbradshaw@paralympics.org.nz

Applications Close:

5pm on 11 July 2011

Interviews will be held:

July 18 & 19