



Wairarapa Bush Rugby Union
 149 Dixon Street
 PO Box 372, Masterton, 5840
 Telephone +64 6 378 8369
 Facsimile +64 6 378 0012
<http://www.waibush.co.nz>

Job Description
Wairarapa Bush Rugby Union—Operations and Event Manager

Job Title Operations and Event Manager Location Masterton	Position Vacant
Hours of Work	The role is 40 per week but there will be a mix of varying hours. It is envisaged that the first 3 to 6 months will require some flexible hours (evenings and weekends) until the stadium is fully operational. Major events such as Heartland games will require the appointee to be at the stadium on Saturdays.
Remuneration—Base	Remuneration: Circa \$45,000.00-\$50,000 plus Kiwi saver Additional Benefits: Mobile Phone Reimbursement of approved vehicle mileage Flexible hours
CURRENT POSITION HOLDER: Vacant	REPORTS: <ul style="list-style-type: none"> • WBRU Chief Executive Officer • Wairarapa Bush Rugby Union Board • Wairarapa Multi-Sport Stadium Trust
Guiding Documents (but not limited to)	<ul style="list-style-type: none"> • WBRU Constitution • WBRU Strategic Intent Document • WMSST Community Usage Plan • WMSST Asset Management Plan • Memorandum of Understanding (MOU) • WMSST Business plans and budgets

PURPOSE OF THE POSITION:

The Wairarapa Bush Rugby Union promotes and fosters rugby within the Wairarapa and national level. In April 2015 a \$2.1M stadium will be opened and the WBRU will maintain the Service Level Agreement (SLA) between all key stakeholders. The Stadium will be multi-purpose therefore the SLA will include the delivery a number of sports and community events.

The Operations and Event Manager will be employed by the WBRU to

- To have the overall day to day responsibility of all operations and events held at Trust House Memorial Park.
- Responsibility for the Health & Safety policies of the WBRU and the WMSST (this will include additional compliance with bar licenses and local community by-laws and keeping both the WBRU and WMSST up to date with latest health and safety legislation.)
- Promote and educate users of the facilities to ensure compliance with the artificial fields requirements.
- Manage volunteers and employees for "Game Day" events including local competition games, organising liaison officers, programs and other organisational matters to hosting a game.
- Lead, organise and promote major events e.g. Super 15 or Phoenix games
- Receive and manage bookings on behalf of the WMSST
- Build relationship with all stakeholders associated with the stadium
- Build and promote relationships with sponsors
- Produce weekly communication for the Wairarapa community
- Manage and keep up to date all agreed social media platforms
- Provide monthly reports on the operations and events of the Stadium
- Provide where applicable, financial and budgetary reports that will assist the WBRU or the WMSST to make decisions
- Ensure the annual operations and long term plans are delivered
- Ensure the facilities are well maintained e.g. changing rooms, clubhouse, security arrangements and surroundings.
- Report monthly to the WBRU and WMSST against the agreed SLA KPI's
- Manage and co-ordinate the relationships between all parties signed to the Memorandum of Understanding.

	Accountability Statement:
Leadership	<ul style="list-style-type: none"> • The position of Operations and Event Manager will be a high profile role in the community and will have a large amount of interaction with the public, sporting bodies and community organisers. Maintaining a professional approach and ensuring high levels of satisfaction will require the manager to have excellent decision making skills on a daily and weekly basis. • The position requires the person to be professional at all times
WBRU Relationships	<ul style="list-style-type: none"> • To work closely with the WBRU CEO on a daily basis to ensure the SLA and all other requirements of the role is met. • The Manager will from time to time be required to meet with the WBRU Board and produce quarterly reports for the board papers. • Report monthly on approved Health & Safety plans
WMSST Relationship	<ul style="list-style-type: none"> • Co-ordinate and attend the monthly WMSST Board meetings. • Provide monthly reports around the KPI's • Present and promote opportunities for future or long-term events. • Responsibility for day to day media communications with exception on governance matters which will be the authority of the Chair.
Commercial/Sponsors & Administration	<ul style="list-style-type: none"> • Facilitate and participate in promotional or commercial activities with sponsors as required. • Develop and foster positive and accessible relationships with sponsors. • Ensure the contribution of all sponsors to the stadium is recognised at every appropriate opportunity.
WBRU and WMSST Business Plans	<ul style="list-style-type: none"> • To contribute to the development and achieving the Business plans as determined by both WBRU and WMSST.

REPORTING RELATIONSHIPS:

This job reports to:

- WBRU Chief Executive Officer
- WBRU Board of Directors
- WMSST Board (Service Level Agreement relationship)

RELATIONSHIPS/INTERACTIONS:

INTERNAL	EXTERNAL
WBRU Staff	Media
Wairarapa Heartland Football	Sporting Clubs
Stadium Users	Masterton District Council
Volunteer staff required to run the stadium	Police, Fire and Medical
Groundsman and cleaners	Liquor Authority
Contractors required on game day or major events	National Associations e.g. NZRU, Capital Football
	Public

PERSON PROFILE**QUALIFICATIONS AND EXPERIENCE:**

Qualifications And Experience	<ol style="list-style-type: none"> 1. Clear demonstration on being able to manage a large facility which is open to the public 7 days a week 2. Experienced in Health and Safety legislation 3. Experience in hosting and promoting major events and competitions 4. High level of accuracy around communications, presentations and social media including the production of newsletters and promotional material. 5. Must demonstrate experience and able to operate at board level or a minimum of senior management experience. 6. Financially astute and competent in financial and budgetary reporting. 7. Experience in producing and delivering on business plans would be advantageous. 8. Computer literate with high proficiency levels in excel, word and other IT tools when required.
-------------------------------	---

Manager's Signature
Date:

Job Holder's Signature
Date: