



Communications Manager Job Description

POSITION TITLE:

COMMUNICATIONS MANAGER

HOURS OF EMPLOYMENT:

Full-time position equivalent to 40 hours per week

Flexibility in working hours is required

Fixed Term position – 2 years

REPORTING TO:

Secretary General/CEO

LOCATION & TRAVEL:

The role is based at the Oceania Badminton Office: Ellerslie, Auckland, NZ.

The role will include some international travel

EQUAL OPPORTUNITIES

Badminton Oceania is fully committed to equality of opportunity in all areas of our operations. Applications for positions in Badminton Oceania are open to all suitably qualified candidates, subject to educational and experience criteria relevant to the specific job being applied for.

BADMINTON OCEANIA

Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania region.

There are currently three full-time and one part-time staff members who are responsible for day to operations aligned to the Strategic Plan.

Badminton Oceania is governed by an Executive Board of 7 people with 15 Member Countries.

PRIMARY FUNCTION

This newly created position is primarily to develop, co-ordinate and manage Badminton Oceania's communications strategy and implementation of activities across all programme areas and events and to work with Member Associations on their specific communications plans.

The Manager is expected to have had experience in a similar role preferably in a sports organisation

QUALIFICATIONS and ATTRIBUTES

- Experience in a communications role
- Experience with web-site management; knowledge of word-press is an advantage
- Experience and a high level of competency working with social media in particular Facebook and Instagram
- High levels of competency in English – spoken and written
- Familiar with the sport and world of badminton
- Has a high level of communication skills both verbal and written

- A natural ability to build rapport and develop strong relationships
- High level of computer skills
- High attention to detail with the ability to prioritise workload
- Has a willingness to share knowledge and expertise with others
- Produces and delivers quality results/outcomes on time
- Can use a range of presentation techniques to communicate information, ideas and concepts to groups
- Can make timely and sound decisions both individually and as part of a team
- Photography skills, experience in web-streaming and graphic design skills would be an advantage

Remuneration will be negotiated within a range of NZ\$52,000 - \$58,000

Interested applicants to send a written application and detailed CV by email to:

Julie Carrel
Secretary General/CEO
Badminton Oceania
E-mail: julie@oceaniabadminton.org

Please put in the subject line: **COMMUNICATIONS MANAGER**

Applications close Friday 17 November 2017 – 5pm

All applicants will be advised of the outcome of their application

The selected candidate will be expected to start no later than 8 January 2018

To apply for this role you must have the right to live and work in New Zealand