

## REGIONAL SPORT MANAGER – EASTERN REGION POSITION DESCRIPTION

<b>Reports To:</b>	Eastern Region Regional Manager
<b>Location:</b>	Mount Maunganui
<b>Position Status:</b>	Full Time, 40 hours a week. Some weekend and evening work is required.
<b>Direct Reports:</b>	None
<b>Key Relationships:</b>	Other Eastern Region Staff, SLSNZ National and Regional Staff, GM Sport, Local Area Sport Committees, Local Area Officials, Eastern Region Club Directors of Sport and Coaching, Event Safety Volunteers, SLSNZ Membership
<b>Date Prepared:</b>	March 2026

### ABOUT SURF LIFE SAVING NZ

*As Aotearoa’s leading beach and coastal safety, drowning prevention, and rescue authority, we are unique. We deliver proactive lifeguarding and essential emergency rescue services, a range of public education, beach safety programs, member education, training, and development, and we are also a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision that ‘No one drowns at the beach in Aotearoa, New Zealand.’*

*We do all this as a charity and rely on the generosity of the public, commercial partners, foundations, and trusts for donations and financial contributions to lead and support our incredible front-line volunteer lifeguarding services. SLSNZ is the national association and represents 74 Surf Life Saving Clubs with 18,000 plus members, including more than 4500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations in summer and provide year-round emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.*

### OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do; we support our clubs, volunteers, and each other through our collective values of:

**Collaboration • Integrity • Respect • Wellbeing • Fun**

We are an organization that our people are proud to work for; Whanaungatanga (sense of kinship, connection, relationships through shared experiences, and working together) is central to providing our people with a sense of belonging.

## POSITION PURPOSE

The Regional Sport Manager leads the development and delivery of Lifesaving Sport across the Eastern Region, supporting clubs, athletes, coaches, officials, and volunteers to deliver safe, well organised, and engaging sport opportunities.

Working across the Coromandel, Bay of Plenty, and Gisborne areas, the role ensures regional sport programmes align with Surf Life Saving New Zealand’s national sport objectives. Lifesaving Sport plays a vital role in developing the fitness, skills, teamwork, and leadership that underpin effective volunteer lifeguarding while strengthening club capability and participation across the region.

The role leads participation growth across Junior Surf, Oceans, Senior, and Masters programmes, supports athlete and volunteer development pathways, and oversees the planning and delivery of regional Lifesaving Sport events.

The Regional Sport Manager ensures all sport programmes and events are delivered safely and effectively in accordance with SLSNZ operational policies, event safety requirements, and health and safety standards, including oversight of safety planning, risk management, and operational readiness

## STRATEGIC IMPACT

The Regional Sport Manager strengthens Lifesaving Sport as a pathway for developing capable and confident volunteer lifeguards.

Through collaboration with clubs, volunteers, regional committees and national staff, the role supports participation growth, builds club capability and contributes to long term member engagement within Surf Life Saving.

Regional sport programmes delivered through this role contribute directly to Surf Life Saving New Zealand’s national sport objectives and participation outcomes.

## KEY RESPONSIBILITIES

<p><b>Regional Sport Leadership</b></p>	<ul style="list-style-type: none"> <li>• Lead the planning, coordination and delivery of Lifesaving Sport across the Eastern Region.</li> <li>• Develop and implement the Eastern Region Lifesaving Sport Plan aligned with SLSNZ national sport objectives.</li> <li>• Provide leadership and support to Eastern Region Sport and Junior Surf Committees and Local Area sport committees.</li> <li>• Work collaboratively with the National Sport Manager and other regions to support national sport initiatives.</li> </ul>
<p><b>Club Participation Development</b></p>	<ul style="list-style-type: none"> <li>• Support clubs to grow participation across Junior Surf, Oceans, Senior and Masters programmes.</li> <li>• Identify sport development priorities with clubs to strengthen club capability.</li> <li>• Provide guidance to clubs delivering sport programmes and events.</li> </ul>
<p><b>Coaching &amp; Officials Development</b></p>	<ul style="list-style-type: none"> <li>• Promote and support coaching and officials’ development pathways across the region.</li> <li>• Strengthen capability in officiating and sport leadership within Eastern Region clubs.</li> </ul>



<p><b>Event Management &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Lead the planning, coordination and delivery of Lifesaving Sport events across the Eastern Region, ensuring events are delivered safely and in accordance with SLSNZ operational policies, event safety requirements and health and safety standards.</li> <li>• Working with clubs, volunteers, officials and regional committees, this role supports the coordination and delivery of more than 20 Lifesaving Sport events annually.</li> </ul> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Planning and coordinating regional sport events and competitions.</li> <li>• Developing and coordinating event safety and risk management plans, including operational readiness, water safety coverage and emergency response planning.</li> <li>• Ensuring events comply with SLSNZ operational and health and safety standards.</li> <li>• Working with clubs and volunteers to deliver safe and well organised sport events.</li> <li>• Coordinating event logistics, equipment and resources required for delivery.</li> </ul> <p><b>Regional Events</b></p> <ul style="list-style-type: none"> <li>• Eastern Region Pool Championships</li> <li>• Eastern Region IRB Championships</li> <li>• Eastern Region Championships (ERC's)</li> <li>• Eastern Region Junior Carnival (JERC's)</li> <li>• BOP IRB Long Haul</li> <li>• Eastern Region Surf Boat Championships (apart of North Island Surf Boat Championships)</li> </ul> <p><b>Local Events</b></p> <ul style="list-style-type: none"> <li>• BOP Pool Rescue</li> <li>• Gisborne Pool Rescue</li> <li>• Cambridge 2 Hamilton Paddle (External Event Safety Support)</li> <li>• BOP Masters, Seniors and Junior Carnival</li> <li>• Champion of the Bays (Gisborne Senior Carnival – Hawkes Bay invited)</li> <li>• Gisborne Junior Championships</li> </ul> <p><b>Club Supported Events</b></p> <ul style="list-style-type: none"> <li>• Events are delivered in partnership with Eastern Region clubs and volunteers, supporting participation and development opportunities across the region.</li> </ul>
<p><b>Athlete Pathways</b></p>	<ul style="list-style-type: none"> <li>• Support athlete development across junior, youth and senior levels.</li> <li>• Assist with regional representative teams and performance opportunities.</li> </ul>
<p><b>Operational Management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate regional sport calendars and development programmes.</li> <li>• Manage regional sport budgets, equipment and resources.</li> </ul>

<p><b>Partnerships &amp; Reporting</b></p>	<ul style="list-style-type: none"> <li>• Maintain strong relationships with clubs, volunteers, regional committees and national staff.</li> <li>• Provide reporting against regional sport plans and programme outcomes.</li> <li>• Maintain strong relationship with external stakeholders local and regional councils, all local harbour masters and others as required.</li> </ul>
<p><b>Additional Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Support the National Sport Manager in the delivery of national Lifesaving Sport initiatives, projects and programmes as required.</li> <li>• Undertake additional tasks and projects as directed by the Regional Manager – Eastern Region.</li> </ul>

**KEY OUTCOMES / SUCCESS MEASURES**

**Success in this role will be demonstrated through:**

- Growth in participation across Junior Surf, Oceans, Senior and Masters programmes.
- Safe and well delivered regional and local Lifesaving Sport events.
- Strong officiating capability across Eastern Region clubs.
- Growing regional event safety capability.
- Alignment between regional sport programmes and SLSNZ national sport objectives.
- Positive engagement with clubs, volunteers and regional/local sport committees.

**SKILLS & QUALIFICATIONS**

- Familiarity with surf lifesaving events and the wider sports community.
- Event delivery experience.
- Strong communication skills, particularly with email and social media.
- Excellent administrative, planning, and organisational skills.
- High computer literacy, with proficiency in MS Word and Excel.
- Ability to multitask and manage multiple responsibilities in a fast-paced environment.
- Proven experience working with volunteers.
- Clean full driver’s licence (trailer towing experience required).

## PERSONAL ATTRIBUTES

<b>Collaborative Team Player</b>	Ability to engage with volunteers to achieve joint outcomes. You will be a valued member of the SLSNZ Team, role-modeling our positive, desired organizational culture and values in all of your interactions.
<b>Professionalism</b>	Impartial and professional approach towards all clubs or activities.
<b>Organised</b>	You'll impress with your methodical and systematic approach, time management, and organization skills.
<b>Strong Customer focus ethic</b>	Along with your strong work ethic, you will put club members at the heart of everything you do and be willing to go that extra mile! You enjoy connecting with and talking to our members.
<b>Ability to work under pressure</b>	You can manage and deliver on a multitude of competing deadlines while staying composed in a fast-paced environment. You pride yourself on never missing a deadline.
<b>Can work in a team or alone</b>	You are a team player but can work autonomously, too. You have the confidence to undertake assigned tasks without being micro-managed and the wisdom to ask questions and seek answers if in doubt.
<b>Communication</b>	Displays clear and concise communication. Communication is open, frank, constructive, and positive.
<b>Leadership</b>	Empowers and inspires others and positively represents team members and SLSNZ.
<b>Initiative and reliability</b>	You are nimble and can think on your feet. You see things through, and you'll deliver on time, every time. Your work ethic is on point. You are a self-starter. You take a proactive approach to self-improvement and commit to continuous improvement. You are open and flexible to change.
<b>Enthusiasm and Energy</b>	You are excited about our SLSNZ story and the incredible work our volunteer lifeguards undertake, and you show a commitment to Surf Life Saving New Zealand's purpose and vision.
<b>Integrity</b>	You value personal honesty and integrity, which you demonstrate through your work and attitude; you also keep your word.