

# LOCAL EVENTS SUPPORT OFFICER POSITION DESCRIPTION



<b>Reports To:</b>	Member Services Manager – Northern Region
<b>Location:</b>	Auckland
<b>Position Status:</b>	Fixed Term – 30 hours a week
<b>Direct Reports:</b>	Nil
<b>Key Relationships:</b>	SLSNZ Staff, Event staff, volunteers, SLSNZ Clubs
<b>Date Prepared:</b>	May 2025

## ABOUT SURF LIFE SAVING NZ

*As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as 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 for purpose organisation and rely on the generosity of the public, commercial partners, foundations and trusts for donations and financial contributions in order to lead and support our incredible front line volunteer lifeguarding services. SLSNZ is the national association and represents 74 surf lifesaving clubs with 18,000 + members, including more than 4500 volunteer Surf Lifeguards. Our lifeguards patrol over 80 locations in summer as well as providing 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.*

[Surf Lifesaving NZ - Homepage](#)

## OUR ORGANISATIONAL CULTURE STATEMENT

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

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

## POSITION PURPOSE

The purpose of this role is to support the successful delivery of safe and enjoyable SLSNZ local and regional events, including junior and senior sport, and member development primarily through the planning and preparation of event logistics, documenting key logistics processes and systems and coordinating, maintaining, transporting and setting up of event related equipment.

## KEY RESPONSIBILITIES

Event Planning	<ul style="list-style-type: none"><li>• Prepare and plan the logistical support required for local and Regional Events</li></ul>
Event Compliance	<ul style="list-style-type: none"><li>• Ensure that all relevant SLSNZ operational, in particular H&amp;S NSOPs, are conveyed and always implemented</li></ul>
Event Delivery	<ul style="list-style-type: none"><li>• Supporting the Regional Sports Manager in delivering Northern Region Sports events</li></ul>
Equipment & Logistics Management	<ul style="list-style-type: none"><li>• Manage the resources to deliver events including logistics of equipment and infrastructure tasks required for local events, ensuring all necessary elements are available and operational and the safe and effective transportation, pack in, set-up and pack out of event infrastructure.</li></ul>

Volunteer support	<ul style="list-style-type: none"><li>• Coordinating and managing volunteer work parties when required</li></ul>
Event experience	<ul style="list-style-type: none"><li>• Assist SLSNZ to ensure that participants and stakeholders expectations are met and where possible exceeded through post event surveys</li></ul>

## **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

## **PERSONAL ATTRIBUTES**

- Team player who takes a practical approach
- Flexible and energetic
- Integrity to work unsupervised
- Established respect from the Clubs/or will earn respect quickly (credibility).
- Non-biased approach towards any Club or activity within SLSNZ
- Previous experience in our organisation preferable with broad base of surf lifesaving knowledge i.e. lifesaving, education and sport.