

NATIONAL SPORT ADMINISTRATOR POSITION DESCRIPTION



Reports To:	National Sport Manager
Location:	Any SLSNZ Office
Position Status:	Permanent Full Time
Direct Reports:	Nil
Key Relationships:	National Sport team and volunteers
Date Prepared:	June 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

This position will play a critical role in providing critical administrative and operational support to SLSNZ sport staff and volunteers. This role will also play a key role in supporting National event delivery, working with multiple stakeholders

KEY RESPONSIBILITIES.

Administration	<ul style="list-style-type: none"> • Provide administrative support to national sport staff, including committees and volunteer groups • Manage and maintain efficient and effective documentation, databases, communication processes and systems • Assist the Sport team with orders and record keeping, including: <ul style="list-style-type: none"> ○ Equipment ○ Uniforms ○ Manuals ○ Medals • Coordinate awards & recognition programmes and processes for sport
Event Communications	<ul style="list-style-type: none"> • Serve as the main point of contact for all event-related member communications, ensuring clear, timely, and consistent messaging across multiple platforms before, during and after events. <ul style="list-style-type: none"> ○ Responsible for the drafting and circulation of circulars and bulletins relating to SLSNZ National Events as directed by the National Events Manager ○ Administer the Volunteer and Officials requirements such as calling for nominations, collating information and communicating key information to Officials ○ Effectively plan, source, implement and manage the Timing and adjudication Technology requirements for each event • Assisting RSM's with Event Information templates and documents. • Ensuring participant feedback is captured at all National events in a timely fashion.
Event Support	<ul style="list-style-type: none"> • Support the National Event Manager to successfully execute safe and enjoyable sport events that improving the experience for members and participants. • Coordinate key event elements, including but not limited to: <ul style="list-style-type: none"> ○ Third-party service providers ○ Event related accommodation requirements ○ Event related catering requirements ○ Event related functions ○ Apparel/merchandise • Effective implementation of procedures, projects, systems and timetables to support the conduct of SLSNZ National sport events including: <ul style="list-style-type: none"> ○ Provision of administration support to the events team ○ Administer entry and results systems ○ Coordinate the logistical requirements of the events such as travel, accommodation and venue logistics.

SKILLS & QUALIFICATIONS

- Familiarity and interest in surf lifesaving, events and sport
- Strong communication skills, particularly with email, newsletters, 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
- Strategic & project planning capabilities – a start to finish approach
- Experience in event logistics and working with volunteers
- Clean drivers licence

PERSONAL ATTRIBUTES

- Integrity to work unsupervised
- Excellent time management
- Where required, the ability to work evenings and weekends
- Can lead or follow in a team environment

ADDITIONAL INFORMATION FOR APPLICANTS

Dates	Event	Location
December 6 & 7	Whangamata Classic & NZ Surf Boat Trial	Whangamata
January 23 - 25	Eastern Region Championships	Mount Maunganui
January 31 - February 1	bp North Island IRB Championships	Paekakariki
February 6 & 8	Trans-Tasman Surf Boat Challenge	Waihi
February 19 - 22	Oceans 25	Mount Maunganui
March 5 - 8	AON New Zealand Surf Life Saving Championships	Ohope
March 28 - 30	bp New Zealand IRB Championships	Gisborne

Please Note:

- Events dates & locations are subject to change.
- Events have multi-day pack-in/pack-out days either side of event dates.
- Attendance to and/or support of all listed events may not be required
- Additional events not listed may require SLSNZ expertise/support