



POSITION DESCRIPTION

New Zealand Rugby League Community and Programme Liaison Manager





JOB TITLE:	Community and Programme Liaison Manager
ORGANISATION:	New Zealand Rugby League
LOCATION:	Penrose, Auckland, New Zealand
REPORTING TO:	General Manager Football and Wellbeing

ABOUT NEW ZEALAND RUGBY LEAGUE:

Rugby league has played a significant part in New Zealand sport for over 100 years. Formed in 1910, New Zealand Rugby League (NZRL) is the governing body for the sport of rugby league in New Zealand.

The NZRL catchment is divided into seven zones that service the grassroots needs of the game. These zones compete in the National Championship, as well as women's, youth and schools competitions. The NZRL manages the Kiwis and Kiwi Ferns who are both currently ranked number two in the world.

NZRL is not just about success on the field - it is also charged with caring for a community off-field, promoting the values of integrity, respect, leadership, courage and passion. The "more than just a game" philosophy has seen NZRL establish innovative social development programmes using rugby league to help communities improve their lives off the field.

NZRL VISION:

- Building a stronger family and community game

NZRL MISSION:

- To lead and inspire people through their Rugby League experience

KEY FOCUS

- Increase participation
- Building capability and support
- Funding to enable performance and growth
- Success on the international stage

OUR 5 YEAR GOALS

- Stronger Rugby League Communities
- Better Rugby League experiences
- Financially sustainable game
- Rugby League World Cup winners

KEY RELATIONSHIPS

Internal

- NZRL Staff
- NZRL Board

External

- Zones General Managers and other staff
- Districts
- Affiliates



- League 4 Life Foundation
- National Sports Organisations
- Government Ministries and Agencies
- Sport NZ
- NRL Community Team
- NZRL Commercial Partners

POSITION PURPOSE:

The NZRL Community Programmes Manager is responsible for day to day liaison with the Community/Grassroots Game in New Zealand (via Zones and Districts) and the development and implementation of the NZRL Community Programmes.

Key Focus / Results:

- Support the Community game
- Build capability and support functions
- NZRL seen as adding value
- Increase participation
- Greater alignment and communication with the Rugby League Community

KEY RESPONSIBILITIES:

Support for the Community Game

- Adopt a proactive can-do approach to assisting the Zones and Districts in the delivery of the Game
- Ensure regular communication from NZRL to the Game on Community Programmes and Initiatives
- Act as the NZRL first line of contact for the Community Game and where necessary coordinate the provision of additional resources to assist

Develop programmes in line with the NZRL Strategy

- Overall responsibility for the development and implementation of Community Programmes.
- Working with the Community to identify potential partners to capitalise on the importance of the NZRL to New Zealand Communities
- Implement sustainable best practice processes with the objective of increasing overall participation and consumers of the game of rugby league in New Zealand.
- Continuously work with appropriate Zone/District personnel to inform and maintain national alignment and consistency across all NZRL Community Programmes.
- Liaison with and support for the League for Life Foundation

Resource Development

- Development of resources to support the Community game
- Utilise the NZRL website to improve accessibility of resources and to enhance education and assessment programmes where appropriate.
- Assist the NZRL Executive with other tasks/projects as and when reasonably required, in consultation with the General Manager Football and Wellbeing.



Liaison with External Funders

- Act as the key liaison point within NZRL for the operational relationship with external funders and Government agencies.
- Ensure compliance with all reporting requirements in funding agreements and that reports are presented in a timely and professional manner.
- Work with the General Manager Football and Wellbeing, Chief Executive Officer and Chief Financial Officer to secure funding from potential funders for the Community Game.

Planning and Reporting

- Develop an annual operational plan for the support of the Community game and programme development.
- Weekly work in progress meetings with relevant NZRL staff as per NZRL's management process.
- Written monthly reports including Key Performance Indicators established with the General Manager Football and Wellbeing.
- Participation in various communications, including NZRL's monthly Newsletter to ensure complete transparency.

Health & Safety (for self)

- Takes personal responsibility for keeping self-free from harm. Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies. Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

DESIRED SKILLS AND EXPERIENCE:

- Strong, proven relationship management experience
- Successfully managed internal and external stakeholder relationships that have been critical to the achievement of targets
- A fundamental understanding of Community Sport and ideally experience in Rugby League
- Experience in obtaining funding for sport and developing programmes that can attract investment from external agencies
- Experience developing and delivering both strategic and operational plans
- A team player who can work in a collaborative and supportive manner
- Strong presentation, verbal and written skills
- Excellent project management and administrative competency
- Willingness to take ownership and be accountable for results