



Position title:
AROCA Event Planner

Reports to:
AROCA Board

Location:
Various

Accountabilities of position

The Auckland Regional Outrigger Canoe Association (AROCA) event planner will be responsible for the organisation, co-ordination and running of all events within the AROCA region.

Purpose of position:

- Be the first point of contact for the AROCA event
- Co-ordinate and manage the AROCA event
- Co-ordinate and manage the budget of the AROCA event

Business Improvement

Hold successful events within the AROCA region

Key Responsibilities

- Co-ordinate activities related to the AROCA event, which could include the creation of sub committees.
- Collaborate with our regional clubs and partners to be able to present a successful event
- Provide regular progress reports and updates to the board for the event.
- Be proactive in responding and suggesting initiatives for event holding within the AROCA region
- Proactively promote the AROCA event through all forms of communication (eg social media networks, publications, partner advertisements)
- Identify funding opportunities to help with the costs of running the event
- Present and manage the budget of the event in collaboration with the AROCA administrator
- Advertise events on WANZ and social media networks
- Create and manage the roadmap of events throughout the year
- Maintain a volunteer roster (in collaboration with the AROCA administrator)
- Liaise with appropriate vendors and partners for event permits, safety plans and course maps
- Create and complete event permits, safety plans, course maps for all events

Expected Outcomes

- Delivery of excellent customer service
- Ownership of matters that arise
- Cross-collaboration with board members to resolve issues
- Issues and requests are identified and delegated to assigned resources
- Event process improvements are identified, presented to the board and implemented
- Event deliverables are met within requested timeframes.

Relationship Management

Build strong customer relationships through the delivery of exemplary customer service.

Key Responsibilities

- Build strong internal relationships based on trust and respect
- Engage Board/partners/paddlers and maintain strong working relationships in the support of paddler/board/partner needs

Expected Outcomes

- Rapport and strong working relationships are developed with paddlers & partners across AROCA
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Supporting Change

Work with the board members to support the evolution of the sport of waka ama in the Auckland Region.

Key Responsibilities

- Work with AROCA Board to evolve the delivery and support of the event.

Expected Outcomes

- Deliver a successful & safe, AROCA event
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Key relationships

Internal:

- AROCA Chairperson
- AROCA board members
- AROCA clubs
- Potential sponsors and partners to AROCA

Type of person suitable for this position

Qualifications

- Full drivers' licence

Desirable

- Able to work alone or in a team environment
- Able to optimize the time allocated to this role to achieve the outlined objectives & responsibilities

Experience and skills

- Excellent time management and self-management skills
 - Excellent written and verbal communication skills
 - Strong negotiation, delegation and diplomacy skills
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.