

Position Description – Operations Manager

The role directly reports to the Nelson Hockey Board, and is responsible for two other staff members at present.

The Nelson Hockey Operations Manager will be responsible for ensuring a high level service is provided to our members and partners. The Operations Manager is pivotal in rolling out Nelson Hockey's Strategic and financial objectives.

The position will assume the overall responsibility for the management of the day to day operations of Nelson Hockey including (but are not limited to);

Management

- Provide leadership and direction to all staff, partners, advisory groups and volunteers
- Deliver on the boards strategic direction and appoint and work with staff to create and deliver operational plans
- Promote a culture that reflects Nelson Hockey's values
- Build and manage key relationship with clubs, partners, volunteers and stakeholders
- Ensure Nelson Hockey fulfils its obligations as a good employer
- Ensure Nelson Hockey is fully compliant with the Health and Safety Laws
- Provide regular reports and proposed policies back to the Nelson Hockey Board
- Retain and recognise our volunteers

Financial

- Ensure Nelson Hockey operates efficiently and profitably in a transparent manner
- Develop operating budgets for Board sign off
- Supervise and authorise all financial responsibilities including monthly reports, payroll, account payments, invoicing, banking systems.
- Meet the necessary internal (annual reports) and external reporting requirement (GST returns) of Nelson Hockey
- Undertake funding applications for core funding (and for additional items where required)
- Develop stable and diverse income streams which underpin Nelson Hockey's ability to deliver its services and activities (e.g. subscriptions, sponsors, events, trust income, canteen etc.)

Nelson Hockey Competition

Manage the Nelson Hockey Competition including

- set the season duration, create handbook, seek club registrations
- Ensure the effective and early preparation of draws are completed prior to the season and fit around other known scheduled events (representative, schools etc)
- Collate and publish the results in a timely fashion
- Manage any issues that arise around players and fixtures

General Administration

- Ensure communication to our membership is developed, current and done through various avenues (Facebook, website, media)
- Market and promote Nelson Hockey
- Find ways to maximize external usage of the Nelson Hockey facilities

Manage the representative and tournaments program

Ensure the smooth operation of representative program including

- Accommodation and travel arrangements
- Fixtures
- Communication with other Associations and NZ Hockey re Tournaments
- Work with RDM re Trials/Selectors/Coaches
- Administration with notices for Trials and Squad Names Published
- Hosting of Tournaments