



NEW ZEALAND WHEELCHAIR RUGBY

PO BOX 72 097 PAPAURA 2244 AUCKLAND

**New Zealand Wheelchair Rugby
Programme Manager
Position Description**

Term of appointment

The term of appointment will be effective from November 2016 to the completion of the 2018 World Championships. Pending a successful review at the conclusion of the 2018 World Championships, the Programme Manager may be offered a further extension through to the 2020 Paralympic Games without the position being re-advertised by mutual agreement.

Role Description:

1. Assist the NZWR Head Coach to develop and adapt a campaign programme.
2. Primary responsibility for organising logistics of each event
 - Making contacts
 - Booking facilities
 - Recommendations of event staff to NZWR in conjunction with the Head Coach
3. Maintain close and regular contact with NZWR Treasurer to ensure budget targets are being met and working with the coach to modify the programme as necessary.
4. Provide feed back to the Coach on all matters relating to the programme, individuals and the event operationally.
5. In conjunction with the Coach provide reports to NZWR and other stakeholders as agreed or necessary.
6. Receive reports from event personal.
7. The programme manager may or may not attend any or all of events (trials, camps, tours and tournaments) within the programme, depending on who is selected for each of these and the skills required.

Key Competitions

The major competitions comprise of:

- 2017 Asia-Oceania Zone Championship
- 2018 World Championships

Other key dates (including training camps and 2016-2018 competitions) will be determined in consultation with NZWR and the Head Coach.

Accountability

The programme manager will be work directly for and with NZWR and the Head Coach of National team who will oversee the approved program.

The programme manager will work with the head coach and NZWR committee to plan and implement an operational plan.

The programme manager may also be required to work closely with Paralympics New Zealand staff.

Remuneration

The position is honorary.

NZWR will pay all reasonable expenses incurred when the Programme Manager is involved with approved team activities. This includes documented phone calls, travel and accommodation expenses.

If the Programme Manager is injured when they are involved in team activities, they will be covered under ACC or the team insurance policy.

Termination

If for any reason the terms of the contract cannot be fulfilled, either party may terminate it by giving one month's notice in writing.