

# **NZFRS ARTISTIC ROLLER SPORTS COMMITTEE**

## **JOB DESCRIPTION**

### **New Zealand Academy of Coaches (NZAC)**

### **Principal Manager**

This position is an elected role with a 3-year term and voting rights on the New Zealand Artistic Roller Sports Committee and the NZAC and represents the interests of the NZ Artistic Roller Sports Committee and the NZAC.

#### ***Responsible to:***

Responsible directly to the Chairperson of NZFRS Artistic Roller Sports Committee and the Committee Members.

#### ***Responsibilities and Duties:***

- Attend all NZ Artistic Roller Sports Committee meetings throughout the year (Quarterly meetings and occasional supplementary meetings)
- Support and participate in the decision-making processes and projects of the NZ Artistic Roller Sports Committee fostering collaboration with all disciplines
- Attend all NZAC meetings and support and participate in the decision-making process of the NZAC by offering suggestions, training tools and support to agreed projects
- Work to ensure there is a coordinated approach to projects within the NZAC
- Assist, oversee and manage the Development Plan – Vision: To support the NZ Artistic Roller Sports Committee in building a sustainable future for artistic roller sports in New Zealand
- Manage to ensure all projects are delivered in an appropriate time frame
- Manage and administer the accreditation portfolio and maintain records
- Work with and assign tasks to the Project Co-ordinator of the NZAC
- Support NZAC at Team trainings and squads
- Act in a professional manner at all times and maintain confidentiality in accordance with NZFRS policy and the Privacy Act

#### ***Knowledge and Skills Required:***

- Up to date understanding of artistic roller sports
- An understanding and appreciation for RollArt and current World Skate rules
- Technically literate in Google Suite
- Enthusiastic and passionate about fostering a life-long love of the sport

- Previous administration experience
- Previous experience in managing project teams is an advantage
- Business experience is preferable

***Eligibility:***

- Current paid up member of NZFRS – Skate New Zealand
- Current Renewal of Accreditation
- Minimum 5 years previous team/support member of the NZAC
- Actively involved in the sport of Artistic Roller Skating
- Holder of Level 2 Sport Specific Accreditation (or equivalent)

This position is Voluntary with reimbursement of reasonable costs involved i.e. travel, stationery etc