

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Clubs Development Officer (CDO)| Apiha Whakawhanake Karapu

Reports to: OUSA Clubs and Societies Centre Manager (CSM)

Location: OUSA, University of Otago, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation, and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies. OUSA's core responsibility is to engage its student members through services, events, representation, and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio 1 and Student Support Centre. With approximately 100 staff and many more volunteers, OUSA is a substantial organisation. Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation. Each of the departmental managers is responsible for the operations of their department, including staffing, financial management, and service provision. OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values inputs from all staff.

Position purpose:

- Is the designated OUSA employee to oversee the operations and governance of OUSA Affiliated Clubs and Societies (OUSA Club/s).
- Implements OUSA rules and polices, as they apply to OUSA Clubs, managing supporting processes and systems.
- Sees that OUSA Clubs comply with OUSA rules and relevant policies. Monitoring activity and intervening as required.
- Supports and advises OUSA Clubs with operational and governance issues
- Facilitates pastoral care. Responding to the immediate needs of OUSA Clubs and co-ordinating additional support.

- Pro-actively implements strategies and programmes to improve and expand the capabilities of OUSA Clubs.
- Upholds the uara (values) of the OUSA and OUSA Clubs and Societies Centre (the Centre).
- Champions equitable opportunities to engage with the centre. Facilitating the centre and centre services, to be an environment which is welcoming and inclusive, without prejudice.
- Facilitates operations of the Centre, considered a senior rangatira within the team including contributions to Centre operational and strategic planning, this extends to limited coverage of reception and from time to helping with tasks outside of usual responsibility.

Areas of Responsibility | Kawenga hoki

Area	Expected Outputs
<p style="text-align: center;">Sports Administration and Management</p>	<ul style="list-style-type: none"> • Is the designated employee for OUSA to oversee the operations and governance of OUSA Clubs, for which there are surplus of 150. • Implements relevant OUSA rules and policies as they apply to Clubs, managing supporting processes and systems. Examples include the Affiliation Policy, Grants Policy, Blues and Golds Policy, Sexual Misconduct Policy, Resolution Policy, the OUSA Club Conduct Policy. • Aside from the Clubs and Societies Centre Manager and Chief Executive Officer, the CDO is the sole employee who provides support and advice for OUSA Clubs (pertaining to issues specified in policy). • Sees that OUSA Clubs comply with OUSA rules and relevant policies, monitoring activating and intervening as required. • Supports and advises OUSA Clubs with operational and governance issues • Proactively implements strategies and programmes to improve the capabilities of OUSA Clubs. Examples include the provision of training, resources, and educational marketing campaigns, convening the clubs' council, facilitating external funding applications, workshops, guest speakers, audits, and more. • Establishes strategic partnerships with key stakeholders. Examples include internal OUSA departments, Otago University (notably Te Whare Tapa Whā, the University's Sexual Misconduct Action Response Team (SMART) and the Proctors Office), Amateur Sport NZ regional and national sporting organisations, University Tertiary Sport NZ, New Zealand Tertiary Recreation Managers, venue providers, New Zealand Recreation Association.
<p style="text-align: center;">Pastoral Care</p>	<ul style="list-style-type: none"> • Facilitates pastoral care, responding to immediate needs of OUSA Clubs and coordinating additional support. Issues may be complex and sensitive in nature including but limited illegal activity (including sexual misconduct) and mental health issues (including suicide). Utmost professionalism and confidentiality is expected. This

	<p>includes crisis events, which at times may arise outside of normal work hours.</p> <ul style="list-style-type: none"> • Is the welcoming, safe, and inclusive “go-to” for OUSA Clubs to engage with. • Collaborates with clubs, taking a human-centered approach to facilitating their needs.
People Management	<ul style="list-style-type: none"> • Ensures OUSA Clubs meet their obligations as specified in OUSA rules and policies. • Intervenes where OUSA Clubs are not upholding the obligations expected of them. • As authorised in policy implements OUSA Clubs (or Club member) sanctions.
Public Relations	<ul style="list-style-type: none"> • Identifies OUSA Club issues that might threaten the public perception of OUSA, consequently advising the Clubs and Societies Centre Manager, the Chief Executive Officer and the Marketing and Communications Manager. Facilitates these staff to mitigate threats to the public relations of OUSA. This may result is a conjugate role between such roles and or implementing specified actions. • Note the CDO is not authorised to talk to media or represent OUSA externally (without approval of the Marketing and Communications Manager).
Event Management	<ul style="list-style-type: none"> • Implements the OUSA Blues and Golds policy, managing supporting processes and systems (concerning nominations, the panel and allocation of awards). • Is the designated employee to represent OUSA for matters concerning the University of Otago Blues and Golds. As such, manages the University of Otago Blues and Golds in partnership with the University of Otago (and other OUSA stakeholders). • Manages the OUSA Club logistics component of the bi-annual Clubs Day events. Collaborates with OUSA events for general event organisation including but not limited to venue booking, marketing, health and safety and layout. • Offers events complimentary to improving the capabilities or experiences of OUSA Clubs (as required in the sports admin and management section) • Oversees annual clubs welcome and info session • Facilitates the Clubs and Societies Representative to convene the Affiliated Clubs Council
Financial Management	<ul style="list-style-type: none"> • Delegated financial authority to approve expenses below \$250 for the Clubs budget. • Implementation of the OUSA Grants Policy, managing all supporting processes and systems. • Facilitate the CSM to prepare the annual clubs' development budget according to guidelines and timelines advised by the CEO. • Notify the CSM of any potential budget variations. • Submit capital expenditure recommendations to the CSM where required.
Health and Safety	<ul style="list-style-type: none"> • Take reasonable care of their own health and safety.

	<ul style="list-style-type: none"> • Take reasonable care that others are not harmed by something they do or don't do. • Follow any reasonable health and safety instructions given to them by OUSA, as far as they are reasonably able to. • Cooperate with any reasonable OUSA policy or procedure relating to the workplace's health and safety that they are told about. • Engage with OUSA in health and safety management as reasonably expected. This includes monthly reporting. • Produce, implement and review health and safety management plans specific to their operations. • Ensure OUSA Clubs and upholding their health and safety obligations as specified in the OUSA rules and policies, intervening as required. • Participate in first aid and fire warden training, fulfilling the duties of fire warden as required.
Other	<ul style="list-style-type: none"> • Upholds the uara (values) of the OUSA and OUSA Clubs and Societies Centre (the Centre). • Champions equitable opportunities to engage with the centre, facilitating the centre and centre services to be an environment which is welcoming and inclusive, without prejudice. • Facilitates operations of the Centre, being considered a senior rangatira within the team. This includes contributions to Centre operational and strategic planning. This extends to limited coverage of reception and from time to time helping with tasks outside of usual responsibility. • Undertakes professional development complimentary to the role, department or organisational goals. • Carries out additional tasks complementary to the department or organisation that may be reasonably requested – assists/supports general centre operations. • Provides break cover for the receptionist Monday to Wednesday (or as reasonably requested).

Personal Attributes | Nga Huanga Whaiaro

Leadership	<ul style="list-style-type: none"> • Knowledgeable and experienced. • Honest, confident and positive. • Empathetic and human-centred.
Organised	<ul style="list-style-type: none"> • Plans • Manages time effectively • Is agile through unexpected events • Delegates
Creativity	<ul style="list-style-type: none"> • Continually cultivates creativity • Ask questions, learns, is open and aware, and adopts trial and error

<p>Driven and invested</p>	<ul style="list-style-type: none"> • Proactivity with the ability to perform under limited supervision • Improvement focused • Punctual • Reliable • Strong work ethic
<p>Resilient</p>	<ul style="list-style-type: none"> • Can execute resilience and stoicism in the face of oversight • Manages pressurized or high complexity tasks
<p>Technology Literate</p>	<ul style="list-style-type: none"> • Competent in Microsoft Office • Online platform proficiency (the CDO works with a mix of custom and pre-fabricated platforms) • Confident using modern technology

Qualifications and Experience | Tohu me te Wheako

[A good fit for this role is someone who has a mix club knowledge and pastoral care experience]

- A tertiary qualification in sports management (or comparable qualifications) or,
- A tertiary qualification in social work (or comparable qualifications)

Experience

- Extensive knowledge of club operations and governance for incorporated societies, charities, and or non-for-profit groups (such as sports groups)
- Having spent time as a board or committee member/officer for a not-for-profit organisation
- Experience in the provision of pastoral care, support, or advocacy
- Established networks within the recreation and not-for-profit sector
- Working knowledge of the Health and Safety at Work Act 2015, the Incorporated Societies Act 2022, the 2005 Charities Act, and other laws, acts, and guidance materials relevant to the recreation and not-for-profit sector
- Experience working within a tertiary environment

To meet the expectations around experience its expected candidates will have five plus years- experience in relevant fields, preferably upwards.