



JOB DESCRIPTION

JOB TITLE: Operations & Events Manager

JOB TYPE: Full-time

LOCATION: The position will be home-based, with some international travel required, and applicants should be willing to work as required rather than regular office hours.

SUPERVISOR/MANAGER: The Operations & Events Manager will report to the ITTF-Oceania Management Committee, through the ITTF-Oceania President. The primary contacts in relation to day-to-day work will be the ITTF-Oceania Administration Officer and the ITTF-Oceania Development Coordinator.

MAIN DUTIES/RESPONSIBILITIES:

Operations

- Strategic Planning
- Website Management
- Social Media Management (Facebook, Twitter, Instagram, YouTube, etc.)
- Newsletter/Press Release
- Financial Management
- Main communication between ITTF and ITTF-Oceania
- Secretary to the Management Committee
 - o Prepare agendas and take minutes for all meetings
- Regulations and Policy Documents maintenance

Events

Manager of ITTF-Oceania Major Events

- o ITTF-Oceania Cup
 - Qualification for World Cup
- o ITTF-Oceania Championships
- o ITTF-Oceania Junior Championships
 - Qualification for WJTTC & WCC
- o ITTF-Oceania Para Championships
 - Qualification for WPTTC & Paralympic Games
- Liaising with ITTF Competition Department in regards to Major Events, and liaising with ITTF Marketing Department in regards to marketing, sponsorship and promotion of Major Events
- Developing opportunities for "ITTF-Oceania" sponsors, rather than event specific sponsors, therefore packaging all events into sponsorship deals
- Liaising with National Associations/NOCs to maximise participation at Major Events



Regional Games

- Liaison with Pacific Games Council
- Liaison with Organising Committee of Pacific Games & Pacific Mini Games
- Liaison with Micronesian Games Council

National Opens

- Develop Templates
 - o Prospectus (online)
 - o Entry Form (online)
 - o Competition Document templates, score sheets, draws, etc.
- Liaising with local councils/governments for financial support
- Marketing/sponsorship packages for National Opens
- Management of Road to ITTF-Oceania Cup – Updating Ranking List, maintain results on website, links to promotion and media opportunities
- Assisting to establish National Opens in all Member Associations
- Management of Calendar of Events (ensuring there are not direct clashes between events, and looking to have at least 1 event in the region every month, ideally 2 events, to ensure a consistent flow of promotional opportunities for table tennis throughout the region)

Ranking System

- Ongoing management and maintenance of Ranking/Rating System

SKILLS & EXPERIENCE

Qualifications:

Although not a requirement, a tertiary education is an advantage, especially a Sports Management and/or Business Degree.

Experience:

Relevant tertiary education and/or a minimum of three years experience within Sports Administration

Skills:

- Excellent verbal and written communication (English), fluency in French is an advantage
- Provision of services as required to Member Associations
- Organisational skills, with ability to meet reporting deadlines
- Financial knowledge to prepare and manage budgets
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook)



- Intermediate to advanced Google Suite skills (Docs, Sheets, Slides, Forms)
- Intermediate knowledge of web editing
- Ability to work as part of a team, as well as independently

PERFORMANCE GOALS:

- Ongoing management and maintenance of ITTFOceania.com and Social Media platforms
- Financial Management, preparing monthly bank reconciliations and monthly actual vs budget reports
- Updating and managing ITTF-Oceania Regulations and Policy Documents
- Event reporting
 - o Major Events
 - o National Open Events
- Ensure professional communication is maintained with Member Associations at all times