

Job Title	Yachting New Zealand – Cruising, Inshore and Offshore Racing Administrator
Reports to	Yachting New Zealand, Chief Operating Officer
Direct Reports	N/A
Relationships	External Yacht Clubs, Class Associations, Boat Owners, RORC, PHRF programme developers Internal Yachting NZ Staff and contractors, CIORC, PHRF Subcommittee
Contract Type	Permanent part time (0.4FTE)
Date Ratified	23/10/2019

The role:

- To administer Yachting New Zealand National Yacht Register
- To administer handicapping systems (including technical support)
- To provide administrative support to the Yachting New Zealand Cruising, Inshore and Offshore Racing Committee
- To provide support to the safety and technical officer

Outputs of the role:

- Administering the National Yacht Register
 - Processing new vessel registrations and change of ownership
 - Providing support to maintain and update the Yachting New Zealand CRM
- Administering Yachting New Zealand’s national handicapping and rating systems including PHRF and IRC
- Liaising with yacht clubs regarding yacht handicaps and race results systems
- To provide technical support where yacht registration and handicaps are concerned on the Yachting New Zealand website, CRM and PHRF portal
- Providing administrative assistance to the Cruising, Inshore and Offshore Racing Committee including: Arranging meetings, logistics, circulation of agendas and meeting papers, taking minutes and taking any appropriate actions
- Providing a point of contact for enquiries relating to handicapping, vessel registration, handicaps and CIORC.
- Where required, provide copy for Yachting New Zealand Briefings newsletter
- Provide assistance to the Yachting New Zealand Safety and Technical Officer
- Provide assistance to the Yachting New Zealand Admin Services Coordinator
- Maintaining high quality documentation and providing accurate, informative and timely reports to the Chief Operating Officer or others as required
- Any other duties as requested by the Chief Operating Officer or Chief Executive

Outcomes

- PHRF applications, IRC applications and yacht registrations processed in a timely manner
- Issues with Yachting New Zealand’s online platform addressed
- CIORC adequately supported
- Keelboat, Trailer Yacht and Multihull owners and clubs supported

Person Specification

Experience and Knowledge

- Experienced in administration
- A knowledge of sailing and keelboat, multihull and trailer yachts
- Proficient in MS Outlook and the MS Office suite
- Experience using databases and website CMS is preferable

Skills and attributes:

- An ability to communicate clearly and effectively with a wide range of people; written, electronic and verbal
- Ability to deal with and effectively resolve conflict in a diplomatic manner
- Ability to work remotely
- Excellent time management
- Objective and balanced
- Team player
- Ability to creatively problem solve

Essence of Character:

- Sense of purpose
- Enthusiastic
- Accurate
- Shows attention to detail
- Engaging
- Flexible and adaptable with respect to working outside of traditional working hours