

NEW ZEALAND ALPINE CLUB GENERAL MANAGER

JOB DESCRIPTION

NEW ZEALAND ALPINE CLUB
Unit 6, 6 Raycroft St, Waltham, Christchurch
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alpineclub.org.nz

BACKGROUND:

- The New Zealand Alpine Club (NZAC) was formed in 1891 and is the country's leading climbing organisation.
- Our vision: NZAC champions the pursuit of adventure, enabling skilled and independent climbers. We provide inspiration, information and activities for our members and the adventure and climbing community.
- Our purpose is: To foster and support climbing.
- The position of full-time General Manager of the New Zealand Alpine Club was created in 2012. Sam Newton has held the position since then.
- The job is based at the NZAC National Office (known as the Home of Mountaineering) at Raycroft Street in Waltham, Christchurch.
- NZAC is a non-profit organisation that is governed by a board known as the Club Committee, consisting of office holders and representatives from the club's 11 sections around the country. The Club Committee meet twice a year. The 2016-21 Strategic Plan is currently being formulated.
- The position reports to the Executive Committee, which meets once a month to provide input into day to day operations.

PURPOSE OF THE ROLE:

1. Run the club brilliantly for members such that it thrives, and is successful for future members.
2. Vigorously advocate for the interests of climbers, primarily on issues relating to access, recreation opportunities and conservation.
3. Enable members to facilitate an active and engaged climbing community such that the club membership grows, and members are retained for life.
4. Actively support and grow climbing activity by our members, from beginner to elite level.
5. Manage a club network of base accommodation and mountain huts in a sustainable manner.
6. Nurture relationships with key stakeholders for the benefit of our members and the success of the club.

KEY RESPONSIBILITIES:

- Oversee the national office administration for a club of over 3500 members.
- Provide financial control for a turnover of \$1,200,000 including both day to day operations, budget forecasts and annual accounts.
- Manage a structured annual planning and reporting process.
- Manage four national office staff and three hut wardens around the country.
- Manage the club's network of 18 huts and lodges either through agreements with the Department of Conservation, local sections, hut wardens, or directly.
- Oversee an extensive and highly regarded publications programme and a developing online presence.
- Provide support and advice to the Club Committee and section committees.
- Provide direction, support and resources to subcommittee conveners as required.



PROFESSIONAL CAPABILITIES:

- Marketing expertise.
- Previous experience in business development.
- Good financial skills and knowledge.
- Ability to lead, direct and develop staff.
- Expertise in volunteer management.
- Good understanding of governance and strategic planning processes.
- Excellent personal communication skills, both written and verbal.
- Profit and loss management, budgeting and forecasting.
- Knowledge of the New Zealand outdoors sector.
- Interest or experience with building maintenance and management.

CORE COMPETENCIES:

- Ideally be an active climber, with an affinity and involvement in the alpine environment.
- Self-motivated, with a strong work ethic.
- Commitment to learning new skills as required.
- Excellent communicator and networker.
- Positive attitude.
- Sense of humour.
- The ability to engage the volunteer base of the club with the day to day management and longer term vision of the club.
- Organisational ability to manage a large number of different activities throughout the year.
- Ability to develop and implement both short term and long term strategic plans.

WORK ENVIRONMENT:

- This position is based at the NZAC National Office, a modern three-story office building located in Waltham, Christchurch.
- Flexible working hours, with a general expectation of attendance at National Office between 9am and 5pm, Monday to Friday. Flexibility to work additional hours above and beyond the standard 40 hours per week will be required from time to time, and time in lieu is allocated accordingly in these circumstances. Weekend and evening work is a regular part of the role.
- Salary will be negotiated with the successful applicant based on skills and experience. Annual leave provision of four weeks per annum.
- Training and professional development is a high priority, and will be negotiated with the successful applicant.

-7 March 2016

