

Position Description	
Title: Chief Executive Officer (Fixed Term)	
Responsible to: Board of Directors	
Location: Open. NZOIA operates a virtual office.	
Direct Reports: 2 Business Manager Operations Manager	
<p>About NZOIA</p> <p>The New Zealand Outdoor Instructors Association (NZOIA) promotes excellence in outdoor instruction and guiding through the provision of a qualifications pathway for a range of outdoors disciplines. Established in 1987, the organisation is an incorporated society with approximately 1300 members.</p> <p>NZOIA provides a unique offering and service to the outdoors sector in New Zealand. It is the only provider of industry-based assessment and qualifications with a revalidation system to show currency. There are currently qualifications for nine outdoor recreation disciplines with three levels of qualification. These are recognised nationally as the industry standard.</p> <p>Purpose: To enable enriching and safe experiences in New Zealand's outdoors.</p> <p>Vision: To provide the leading and mandated qualification pathways for outdoor leaders throughout New Zealand</p> <p>Key Strategic Outcome: Qualified Outdoor Leaders</p> <p>Enabling Outcomes:</p> <ul style="list-style-type: none"> - Excellent qualification pathways - Mandated and recognised qualifications - Engaged membership <p>Capabilities Required (organisation wide):</p> <ul style="list-style-type: none"> - Increased people capability and capacity - Sustainable financial position - Profitable qualifications pathways - Committed and steadfast partnerships - Efficient systems and processes <p>Our Kaupapa:</p> <ul style="list-style-type: none"> - Te Reo Māori: is a taonga that allows us to understand and interact with te ao Māori. We will endeavour to include te reo Māori in all aspects of our communication - Ako: is the reciprocity of the teaching and learning relationship. We are committed to providing a safe and inclusive learning space for all - Manaakitanga: is to uplift one's mana by showing respect, generosity and kindness. We are committed to providing positive experiences for all, no matter the outcome - Whakawhanaungatanga: is about relationships and connections which are created through shared experiences and working together. We will make every effort to ensure there is a sense of belonging for all - Kaitiakitanga: is the guardianship and protection of place. This requires us all to nurture, preserve and enrich the environment in which we engage - Pūkengatanga is providing and growing expertise through the pursuit of excellence. We will enhance skills by providing opportunities for everyone to progress 	

Purpose of the role

The NZOIA Board have confirmed their long-term strategic direction and outcomes and are looking to appoint an interim CEO to lead implementation of this strategy and transformation.

There are many opportunities on NZOIA's horizon which take time to pursue. NZOIA's future CEO will form connections and partnerships and advocate on NZOIA's behalf to ensure a sustainable future.

As our organisation changes and grows we want to ensure we have fit for purpose structure and processes which utilise the strengths of our existing staff to our best advantage. This role will lead a review of our current structure and processes to ensure we are well positioned for the future.

Key Responsibilities

- **Implement the strategic plan**
- **Development of new strategic partnerships and funding streams**
- **Build trust and relationships with key partners and stakeholders:**
 - Cultivate strong relationships with partners and stakeholders
 - Cross sector advocacy, including WorkSafe, Ministry of Education and other agencies/partners
- **Lead a structure and processes review:**
 - Review and implement changes to the organisational structure as require enabling the delivery of the strategic plan
 - Identify and prioritise business process improvements
 - Make recommendations for future investments and spend
- **Lead and motive team members**
 - Foster employee engagement and development within the organisation.
 - Build and maintain a high performing team.
 - Undertake regular performance and development conversations
- **Report to the board on strategy implementation.**

Key Competencies

- Experience securing sustainable funding and revenue from a range of sources
- Track record of strong strategic partnerships and stakeholder management
- Connections and influence (Key partnership and potential partners)
- Commercial acumen
- Committed to the NZOIA strategic plan
- Able to deliver to strategy – prior experience and proven results
- Experience leading a team, ideally remote
- Strong communicator, all forms
- Proven leadership skills to get the best out of team
- Innovative/creative thinking
- Experience reporting to a board

Knowledge/Qualifications

- Knowledge of advocacy and lobbying
- Knowledge of Te Tiriti
- Degree qualified in a relevant discipline
- General understanding of good HR policies and processes
- Financial acumen
- 5+ years experience in executive organisational leadership
- Knowledge of qualifications systems and models advantageous
- Knowledge of member based association models advantageous
- Knowledge of outdoor and education industry advantageous

Other Considerations

- Given the nature of the role, domestic travel will likely be required, and some work may be required out of normal business hours
- Additional duties may be required from time to time as mutually agreed
- NZOIA preference is to appoint this position as an initial fixed term contract role, with the possibility of extension