

Position Title	Warm Up Assistant (x 3)
Volunteer Unit	Warm Up
Reports to	Warm Up Team Leader
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm
closer to the date	Tournament Day Two: Sunday 4 th February 2018, 9.00am – 10pm

HSBC New Zealand Sevens 2018

New Zealand Rugby has a desire to make the 2018 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

The Warm Up Assistants are responsible for assisting the Warm Up Team Leader in coordinating the Warm Up Area to ensure the needs of all teams are met throughout the duration of the tournament.

Key Tasks

- Maintaining the Warm Up schedule
- Ensuring the Warm Up areas are clean and tidy at all times
- Ensuring Warm Up areas and equipment are ready for teams
- Monitoring that Warm Up areas are fenced off from the public and secure, working in conjunction with the Security company
- Assist with Warm Up area pack in and pack down
- Ensure that all teams needs are met as appropriate
- Assist with stadium pack-in and pack-out tasks on the Friday prior to tournament and Monday following the tournament if required

Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Warm Up Team Leader and team; other volunteers
- Rugby Operation Manager
- Tournament management

External

- World Rugby
- Teams and Team Management
- Stadium staff, contractors and security

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of Sevens and its fast pace and large number of participants

Skills

- Good understanding of logistics and the importance of timing
- Communication skills
- Ability to prioritise
- Friendly and approachable
- Time management skills

Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation