



Job Description: Just Go Project Coordinator

Location: Remote/New Zealand

Contract: 10 hours per week, up to 6 months

Accountable To: General Manager and Board IT Committee

Role Overview

The Just Go Project Coordinator will lead the critical second phase of our membership management system project, focusing on delivering implementation improvements, driving stakeholder engagement, and restoring national confidence in the system. This is a hands-on, results-driven role with strict accountability to the General Manager and Board IT Committee.

Key Responsibilities

Develop a detailed work plan addressing issues and recommendations from the Post Implementation Review (PIR), including separate streams for Just Go and ITFNZ organisational IT and member engagement requirements.

Prioritise remediation work, implementation enhancements, and user training in liaison with technical advisors, stakeholders, and the IT Committee.

Implement the work plan with defined timelines, milestones, outcomes, and regular progress reviews.

Identify, engage, and coordinate subject matter experts and key volunteers/staff to support delivery of action items.

Drive positive change management and ensure active engagement from clubs, instructors, senior black belts, and key member leaders.

Develop and execute a robust communication plan across all stakeholder groups, in liaison with the General Manager.

Maintain clear documentation, provide regular status reports, and recommend adjustments to meet objectives efficiently.

Coordinate with the vendor (Just Go) and refine the account management process to ensure ongoing system support and development, in conjunction with ITFNZ Just Go account management lead, ITC Chair, Nick Lourantos

Candidate Profile – Skills & Experience

Demonstrated experience successfully driving change management and stakeholder engagement in a membership or IT project context.

Proven competency in managing multiple parallel work streams and delivering outcomes within defined timelines and budgets.

Strong organisational, planning, and prioritisation skills.

Skilled communicator, able to engage, motivate, and manage diverse stakeholders, including volunteers, instructors, technical teams, and senior leadership.

Results-oriented, accountable, and adept at navigating between strategic priorities and operational realities.

Able to avoid unnecessary detail and remain focused on high-value deliverables.

Proficiency with project management tools (specifically Monday.com) and documentation software.

Key Success Factors

High adoption and acceptance of the system across all clubs and key member groups.

Clear, measurable progress on resolving system issues and delivering enhancements.

Positive feedback and demonstrable engagement from members, club leaders, and stakeholders.

Well-documented processes, regular reporting, and strict oversight by the General Manager.