



# Position Description

<b>Position:</b>	<b>Participation and Programs Manager</b>		
<b>FTE:</b>	1.0 FTE	<b>No. of direct reports:</b>	1
<b>Tenure:</b>	Permanent	<b>No. of indirect reports:</b>	4-8
<b>Reports to:</b>	General Manager	<b>Location:</b>	Broadmeadows, VIC

Broadmeadows Basketball Association (BBA) is one of the largest sporting organisations in the Hume City municipality with over 3000 members. BBA's purpose is: To deliver positive community outcomes through innovative and inclusive basketball programs. Our why is: to foster community wellbeing.

BBA manage a large four court basketball facility in Broadmeadows and have a long and proud history of success on the court and off the court. Recent Awards from Basketball Victoria (state governing body):

- Winners of 2018 and 2020 Inclusive Association of the Year by Basketball Victoria
- 2019 Big V Presidents Award for Professionalism
- 2015 Big V Club of the Year

BBA oversee a large junior domestic competition played across multiple facilities each Saturday as well as 30 representative junior teams and 4 senior representative teams. We run a range of inclusive, community programs such as toddler hoops, Aussie Hoops, walking basketball, all ability and school holiday programs, pathway development programs and social activities.

## Role Purpose & Summary

The Participation and Programs Manager has a pivotal role in leading and overseeing the BBA's pathway and social participation programs, including identifying new opportunities, coordination, administration, and development of programs across the participation lifecycle.

A particular focus is on junior participation and working closely with local schools, junior domestic clubs and representative team players, and Basketball Victoria to establish and implement pathways into BBA participation programs and competitions. The role has one direct report – Basketball Development Officer (BDO) – and supports the BDO in developing and deploying a workforce of casual coaches across BBA programs.

## BBA's current programs

- Mini Hoops
- Aussie Hoops
- Sporting Schools
- School holiday programs, including 3 on 3 competitions
- School Sports ambassador program (teachers)
- School visits, competitions and tournaments
- Walking Basketball
- Girls and Women's only programs
- Big V game day experiences
- Development programs – Broncos Boost, Broncos in the AM/PM, Skills Lab, Shooting Machine

## Roles and responsibilities

As this is an evolving role, roles and responsibilities will continue to be developed in conjunction with KPI's & the Office work plan, under the broad direction of the General Manager, however some key aspects include:

### Program development

- Identify gaps and opportunities for growth or diversification of participation program
- Regular contact with local schools and junior domestic clubs to align and serve participation needs
- With support from the BDO, develop program outlines including session content and plans

### Program coordination

- Oversee the day-to-day operations of all Participation programs
- In conjunction with the BDO, coordinate and manage coach rosters for all programs
- Develop effective monitoring for quarterly reporting against program performance KPIs
- Assist in organising the education, development and mentoring of coaches



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- Recruit and develop new coaches and ensure current compliance and certification of all coaches
- Organise and coordinate venues used for programs, including contracts and invoicing
- Coordinate school holiday programs
- Assist with ad hoc bookings or community programs as required
- General administrative and other duties as required

## Registration, promotion and communication

- Manage participant databases and communication
- Identify channels for program promotion
- Develop copy for website updates and EDMs
- Manage BBA's Facebook and Instagram
- Support Big V game day reports and activity as required
- Update and maintenance of BBA database

## School engagement

- Liaise with schools regarding Sporting Schools and other bookings
- Ensure up to date database and contact list of schools in the area
- Support junior domestic clubs to link in with target schools
- Develop materials and messages to promote programs to school network

## Key Selection Criteria

- Strong initiative, organisation and planning skills
- Excellent communication and interpersonal skills, with the ability to build and maintain positive relationships with stakeholders [internal and external].
- Experience in program coordination or support, preferably in the sports industry
- Well-developed verbal and written communication
- Willingness to learn / growth mindset
- Knowledge of basketball rules and regulations
- Ability to work collaboratively as part of a team
- Experience, or willingness to learn, in social media management
- Analytical and problem-solving skills
- Tertiary qualifications in a relevant field (Sports Administration or Sports Management) will be highly regarded
- Experience in coaching or working with children and young people would also be highly regarded
- Passion to support others making a positive difference to the community

### Essential

- Working with Children Check
- Drivers Licence

## Key Internal Relationships

- General Manager
- Basketball Development Officer
- Operations Manager
- Project Manager
- Junior domestic club committees
- Junior and senior representative members [coaches/players]

## Key External Relationships

- Schools
- Basketball Victoria
- Community users