



BASKETBALL DEVELOPMENT & HIGH PERFORMANCE MANAGER

POSITION DESCRIPTION



TITLE OF POSITION:	Basketball Development & High Performance Manager (DHPM)
ORGANISATION:	Bellarine Peninsula Basketball Association Inc. (BPBA)
RESPONSIBLE TO:	Board of Directors
CONDITIONS:	Full Time Position 12-month Contract

Bellarine Peninsula Basketball Association is a community based sporting organisation. The Association comprises of over 1700 players, 230 teams, coaches, referees and volunteers. It is responsible for the development of Basketball throughout the Bellarine Peninsula region, and is an affiliated body of Basketball Victoria.

The Association had its beginnings through the amalgamation of the Drysdale Flames Basketball Club and Ocean Grove Basketball Club in 1997. The Association conducts competitions out of four venues; Bellarine Sports Centre (Drysdale), Bellarine Aquatic & Sports Centre (Ocean Grove), Christian College (Bellarine) and St Ignatius College.

BPBA conducts competitions from U10's to Senior Men and Women. The Association also conducts several development programs including; Aussie Hoops; Slam Jam, Referee and Coaching courses, and school holiday camps.

The BPBA representative program is the Bellarine Storm. Bellarine Storm currently competes in the Victorian Junior Basketball League (www.vjbl.com.au) and Basketball Victoria Country Championships.

The BPBA aims to conduct competitions and programs for all members of the community, whilst creating pathways to ensure players, coaches, referees and volunteers are able to achieve their full potential.

BPBA is governed by a Board of Directors who are elected at the Annual General Meeting by members of the Association.

Position Summary

The role of Basketball Development & High Performance Manager will be responsible for managing the basketball development pathways and programs for BPBA, in respect to both players and coaches with the expectation of increased participation numbers and advancement of the quality and knowledge within both the domestic and representative sections of the Association.

You will work as a team with fellow administration staff and the Board to grow and diversify BPBA's activities, community profile, sport development, and membership.

The position reports to the Board and will be located at Bellarine Sports Centre, Drysdale.

Position Dimensions

Number of Employees reporting to Position	Various persons in roles as follows: <ul style="list-style-type: none">• Development Program Coaches• Storm Coaches, Assistants and Team Managers• Referee Advisor and Supervisors
Responsible to	BPBA Board of Directors

Bellarine Peninsula Basketball Association Inc

PO Box 638
Drysdale 3222

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Key Result Areas and Tasks

Key area	<i>Basketball Development</i>
Weighting %	50%
Tasks	<p>Build a working relationship with local schools (primary and secondary) ensuring regular school visits and communication distribution regarding programs and competitions.</p> <p>Introduce and expand new Junior Domestic competition on Saturdays.</p> <p>Work in conjunction with Competitions Officer to manage Opal League teams and competition.</p> <p>Coordinate BPBA's various development programs including (but not limited to):</p> <ul style="list-style-type: none"> - Coaching Courses - Aussie Hoops - School Clinics - Skills Days - School Holiday Programs - Under 10 Girls and Slam Jam Development Programs - Active After-Schools program <p>Act as BPBA Staff representative on a number of Sub-Committees and Working Groups to guide and develop various areas of the organisation.</p> <p>This may include (but not limited to):</p> <ul style="list-style-type: none"> - Storm Representative Program - Coach & Athlete Development & Pathways - Participation Initiatives & Promotions - Referees & Score Table <p>Work in conjunction with the Operations Manager (OM), liaising with BVC, and members to develop and introduce Club structure to BPBA's domestic competition.</p>

Key area	<i>Storm Representative Program</i>
Weighting (%)	30%
Tasks	<p>Oversee the management of the Storm Rep Program</p> <p>Act as BPBA Staff representative on Storm Sub-Committee (administrative duties)</p> <p>Distribute, record and collect Player Registrations, Fee & Uniform payments</p> <p>Coordinate uniform orders, purchases and stock control</p> <p>Liaise with VJBL, BVC and BV</p> <p>Make all necessary team registrations to relevant competitions and tournaments/events, including (at times) travel arrangements</p> <p>Fulfill role as Association Delegate with the VJBL</p> <p>Coordinate media and advertising for Storm, including website and social media.</p> <p>Assist with the development and implementation of Coach and Athlete pathways.</p> <p>Provide technical support to Storm coaches.</p> <p>Conduct on court coaching sessions and clinics for Storm coaches.</p> <p>Senior Rep Program-</p> <p>Work with the Board, Storm Sub-Committee and OM to successfully develop a viable Senior Representative Program for inclusion in CBL and/or Big V.</p>



Key Area	Administration
Weighting (%)	20%
Tasks	<p>Assist with office administration including telephone and reception duties, ensuring timely response to all enquiries.</p> <p>Develop and maintain effective relationships with clubs, teams and members.</p> <p>Develop and maintain effective relationships with the VJBL, BVC, BV, BA, and other key stakeholders (including Sponsors) of the association</p> <p>Provide administrative support to the OM as required.</p> <p>Take responsibility for various short term projects as requested by the OM or Board.</p> <p>Provide regular up to date information to members by assisting in the maintenance of the association's website and social media.</p> <p>Assist in sourcing and collating articles for the association's newsletter/website/social media.</p>

Educational Experience

- Tertiary qualifications and / or relevant experience in the field of Sports Management or Business Management.

Key Selection Criteria:

- Excellent communication and interpersonal skills, with proven ability to interact and manage a variety of stakeholder relationships;
- Experience in people management; and
- Strong organisational skills, success in multi-tasking, prioritising and high levels of attention to detail.
- Extensive basketball knowledge and experience would be an advantage

Qualifications required / desired:

- Advanced computer application skills
- Intermediate IT management skills
- Current Victorian Driver's License
- Knowledge of SportsTG Pulse Online Competition Management software would be an advantage
- Level One Basketball coaching or higher

Please note that all staff, board members and volunteers involved within BPBA are required to hold a current Working With Children Check (WWCC).

Remuneration

Pay Rate to be determined upon appointment with suitable applicant.

Superannuation

Bellarine Peninsula Basketball Association Inc. contributions are consistent with the Superannuation Guarantee Levy

Hours of work:

The Development & High Performance Manager's role is full-time.