

Position:	Programs Co-Ordinator & Competition Assistant
Manager:	General Manager
Direct Reports:	Match Managers
Role Purpose:	The Programs Co-Ordinator and Competition Assistant is responsible for the delivery of programs such as Aussie Hoops and assistance with fixturing of competitions.

Strategic Link

Launceston Basketball Associations strategic link to this position:

Strategic Objective: The leading Basketball Association in Tasmania for all aspects of the game

Pillars: Participation & Access – Basketball delivers high quality competition services
 Players & Events – Range of high-quality events, pathways and support programs

Key Responsibilities

- **General**
 - Work collaboratively across internal and external stakeholders to develop Basketball in Northern Tasmania and drive engagement across all Basketball competitions and programs.
 - Provide analysis and reporting to help build knowledge, understanding and insight for future and ongoing tactics, strategies and program development.
 - Communicate with our stakeholders and ultimately drive strategic outcomes.
 - Contribute to publications as required, including but not limited to the Association's Annual Report.
 - Stay abreast of sports management and development trends, innovations and best practice across the industry to continue evolving our sport.
- **Specific**
 - Promote and coordinate Aussie Hoops in the Northern region.
 - Head Coach the Aussie Hoops program to the Basketball Australia curriculum through each school term
 - Work closely with the Constituent Association Members (CAMs) and affiliates.
 - Assist in fixturing competitions within the LBA including, Social, Juniors, Seniors, Baptist.
 - Assist in the management of all Information Technology for the association – including social media management, registration system management, etc.
 - Work closely with all stakeholders to advance participation, development, and pathways
 - Manage and liaise with the school-based programs to increase participation – Aussie Hoops, Australian Sport Commission's Sporting Schools Initiative. Ticket to Play.
 - Promote and coordinate education within our sport to various areas including coaches, referees, score table, statistics, and associations.
 - Manage compliance action within LBA Social.

- Maximise promotional opportunities of relevant programs such as Aussie Hoops.
- Other administration and development projects as required
- **People and Culture**
 - Adopt a holistic view to the on-going success of BTAS and achievement of strategic objectives.
 - Promote and strive for the desired culture, values, and behaviours amongst BTAS employees and related groups.
 - Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs.
 - Ensure adherence to the policies and procedures put in place by BTAS.
 - Ensure all relevant safety standards are maintained.
- **Other**
 - Any other duties reasonably requested.

Key Stakeholders

- Basketball Constituent Associate Members (CAM's) and LBA Board.
- Basketball Tasmania Executive and Board of Management.
- Tasmanian Basketball Community, players, coaches, match officials and staff.
- Local Government representatives and venue managers.

Launceston Basketball Association Values

Unity - We work together with a shared purpose and vision

Integrity - We are respectful and professional in our conduct

Inclusive - Sport for everyone, we are stronger for our diversity

Innovation - We are improving, learning, and driving change

Position Requirements

Experience, Skills & Qualifications

- Demonstrated administration competence
- Ability to coach youth basketball with a minimum of 'club-coach accreditation' from Basketball Tasmania
- Experience in competition management platforms
- Knowledge of Microsoft Office systems and general computer skills
- Current driver's license
- Current or ability to obtain a Tasmanian Working with Vulnerable Persons Registration
- Demonstrated ability in developing and supporting initiatives that encourage increased participation at all levels
- Demonstrated experience in event management
- Ability to work to tight deadlines under pressure with the flexibility to get the job done

Behavioural Attributes

- A passion for managing and developing sporting competitions to ensure a great experience for all participants, players, coaches, officials and volunteers.
- A team player who can work autonomously, show initiative, and work irregular hours at times.
- Enthusiasm and energy with a collaborative approach.
- Ability to prioritise work and maintain high levels of attention to detail.
- Strong written and oral communication and well developed interpersonal and influencing skills.
- A growth mindset with passion for innovation and exploring new opportunities.

Hours of Work

This is a permanent, part-time position to cover a staff member on maternity leave. Given the unique nature of the sports industry, working outside of office hours will be required including attending event days, competitions, and other activities in the basketball calendar. Flexibility around the hours/days worked may be available and negotiable with the successful candidate.

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.

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General Manager, Mitch Duhig

