

POSITION DESCRIPTION

TITLE	:	ASSOCIATION DEVELOPMENT OFFICER
LOCATION	:	Bendat Basketball Centre, Floreat WA
REPORTS TO	:	Manager - Association Development
SALARY RANGE	:	Up to \$60,000 per annum plus superannuation

Purpose of the Role (Why does this role exist, what is it designed to achieve?)

- To provide support and guidance to Basketball WA Member Associations in order to grow the capacity, capability and sustainability of these organisations.
- To assist in the development and implementation of strategies for the growth and development of associations involved in basketball in Western Australia.

SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- In conjunction with the BWA CEO, Manager Association Development, and Member Associations, assist in best practice Basketball Association “governance processes” and roll out to Member Associations.
- Support Basketball WA Member Associations in providing advice and support in relation to the development of a business/work plan that addresses the particular needs of the Member Association, including aspects of:
 - Governance
 - Volunteer Recruitment and Management
 - Sponsorship/Grants and Marketing
 - Participation initiatives
 - Risk Management
- Provide Governance training to Member Associations and assist in reviewing Constitutions and Governance structures, policies and procedures. Administer the ASC ‘Club Health Check’ and Top Club Planning tool in conjunction with other Basketball WA staff and encourage Member Associations to use these governance tools. Assist Member Associations to prepare business plans and address any weaknesses identified in the ASC ‘Club Health Check’ and/or Top Club Planning tool.

- Provide assistance to Member Associations to develop and implement a consistent volunteer management program, covering recruitment, training, recognition, performance management, dispute resolution and renewal.
- Work with Member Associations in identifying and realising additional revenue opportunities in the form of grants and sponsorship and also seek out opportunities and develop relationships to raise the profile of Member Associations.
- Assist Member Associations in developing initiatives to increase participation, including use of the Aussie Hoops program.
- Liaison with community basketball stakeholders on all administrative matters.
- Preparation of correspondence, documents, minutes of meetings, presentations, briefing papers, meeting agenda, support papers and reports as required to fulfil the role.
- Respond to inquiries and information requests from Member Associations.
- Establish and maintain Member Association files and records, including the development and maintenance of BWA's Working with Children management system.
- Organise Association Annual Conference and/or education modules, including topics, presenters, venue, catering and all other logistics.
- Liaison with community/country basketball stakeholders on all administrative matters.
- Preparation of correspondence, documents, minutes of meetings, presentations, briefing papers, meeting agenda, support papers and reports from handwritten notes or dictated.
- Respond to internal and external Community Basketball inquiries and information requests.
- Assistance on other projects from time to time as required.

Knowledge, abilities and skills required

(Competencies/Selection Criteria)

- Honest, reliable and disciplined.
- Solution orientated problem solver with a proactive approach and proven initiative.
- Demonstrated experience in working with a diverse range of stakeholders/volunteers.
- Highly developed interpersonal and written and oral communication skills.
- Meticulous in presentation of work with particular attention to detail.
- Well organised with excellent time management skills.
- Demonstrated ability to work with and protect confidential information.
- Able to create effective processes to improve the delivery of work and efficiency.
- Ability to manage multiple projects simultaneously.
- Able to work with a minimum amount of supervision.
- Demonstrated proficiency in the use of Microsoft Word, Outlook, PowerPoint and Excel.
- Prepared to work as an integral part of a professional and dedicated team.
- Demonstrated skills in governance of sporting organisations (Beneficial)
- Demonstrated skills in marketing and sponsorship (Beneficial)
- Demonstrated knowledge of compliance requirements for Associations (Beneficial)
- A sound understanding of the structure of basketball in Western Australia (Beneficial)

Working Relationships (Internal and external interactions)**Internal**

CEO



Manager, Association Development



BWA Employees

**External**

External Agencies



BWA Stakeholders



State & Local Governments



Other Basketball Associations

