

POSITION DESCRIPTION

TITLE : PARTICIPATION MANAGER
LOCATION : WA Basketball Centre, Floreat, WA.
REPORTS TO : Deputy CEO
SALARY RANGE : Salary up to \$65,000 plus superannuation.

Purpose of the Role (Why does this role exist, what is it designed to achieve?)
<ul style="list-style-type: none"> ▪ To oversee and manage basketball introductory, promotional and recruitment initiatives/programs ▪ Deliver key components of the Basketball WA State Development Network, including overseeing benefits and deliverables for the program sponsors. ▪ Drive and assist management of the growth of the game from community level through to organised affiliated associations.

SUMMARY OF ROLE

- Implementation of the Healthway agreement (including all reporting)
- Oversee State Development Network agreements with Regional and Metropolitan Associations
- Oversee the regional development officer network and assist with regional development.
- Oversee the growth of Association Cup events and school clinics
- Oversee the delivery of Aussie Hoops at Affiliated Associations
- Oversee the delivery of Sporting Schools program
- Liaise with Affiliated Associations to measure the success of basketball introductory, promotional and recruitment initiatives/programs.
- Oversee the development and growth of participation in Community 3X3.

SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- Oversee the delivery and administration of the Association Cup program:
 - Liaise with Associations and School Sport WA to set dates for Association Cup carnivals
 - Liaise with School Sport WA for successful delivery of Association Cup program
 - Promotion of Association Cup program to primary schools
 - Manage nomination of teams for Association Cup program
 - Administer the delivery of in-school clinics
 - Produce a fixture for each Association Cup
 - In conjunction with host association, delivery of Association Cup carnival days
 - Process results for Association Cup
 - Deliver Champion Schools Cup
- Development and implementation of new introductory programs for basketball in primary, secondary schools and Associations.
- In conjunction with Basketball Australia, promote and grow Aussie Hoops with Affiliated Associations

- In conjunction with Basketball Australia, promote and grow Sporting Schools with Affiliated Associations and other basketball providers
- To oversee and grow the involvement in Community and Association 3X3 basketball.
- To oversee and drive growth in regional basketball participation in WA.
- To ensure that participation initiatives within the regional are supporting and assisting the growth of affiliated associations.
- To oversee the regional development officer network and input into regional planning where appropriate.
- To liaise with Healthways, Department of Sport and Recreation, School Sport WA and other service providers as necessary for the administration of Basketball WA introductory, promotional and recruitment programs
- Prepare session evaluation forms on all development activities taken
- Implement and maintain a database that provides accurate data to measure the success of introductory, promotional and recruitment programs
- Other basketball related activities, as directed

Knowledge, abilities and skills required (Competencies)
<ul style="list-style-type: none"> • 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. • A desire to work in sport development and have a passion for sport. • A knowledge of participation programs in sport and their workings. • An understanding of sport development and regional delivery. • 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 and with autonomy. • 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.

Working Relationships (Internal and external interactions)	
Internal CEO <input checked="" type="checkbox"/> Deputy CEO <input checked="" type="checkbox"/> BWA Employees <input checked="" type="checkbox"/>	External External Agencies <input checked="" type="checkbox"/> BWA Stakeholders / Members <input checked="" type="checkbox"/> Sponsors / Local & State Gov <input checked="" type="checkbox"/>