

# Competitions Assistant Manager



Position Description

Permanent Full Time Position

<b>Job Title:</b>	<b>Competitions Assistant Manager</b>
<b>Location:</b>	Bendat Basketball Centre, 201 Underwood Ave, Floreat WA
<b>Reporting to:</b>	Competitions Manager
<b>Remuneration:</b>	60,000 - 65,000 (plus super 9.5%)
<b>Date:</b>	March 2019

<b>POSITION DESCRIPTION</b>
Reporting to the Competitions Manager, this key role will be responsible for ensuring Basketball WA events, programs and competitions are administered and managed in a professional and efficient manner.
<b>KEY ROLES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>▪ To assist in delivering the strategic priorities of the Western Australian Basketball League (WABL) and State Basketball League (SBL).</li> <li>▪ To provide administrative assistance to the Competitions Manager.</li> <li>▪ To promote the profile of the SBL through innovative internal and external communication.</li> <li>▪ To manage the delivery of BWA's State Championships and other events.</li> <li>▪ To review, develop and implement the WABL Strategic Plan.</li> <li>▪ Social media and website management.</li> </ul>
<b>KEY RELATIONSHIPS</b>
<ul style="list-style-type: none"> <li>▪ BWA Staff &amp; Board</li> <li>▪ SBL Board of Commissioners</li> <li>▪ Event and League Sponsors &amp; Key Stakeholders</li> <li>▪ Technical Officials and Coaches</li> <li>▪ Association Presidents, Directors &amp; Administrators</li> </ul>
<b>ESSENTIAL CRITERION</b>
<ul style="list-style-type: none"> <li>▪ Must hold a current driver's license.</li> <li>▪ Ability to work as part of a team, as well as a self-directed individual.</li> <li>▪ Well-developed communication skills, oral and written, and people skills.</li> <li>▪ Successful in managing multiple tasks, prioritising demands, and working to deadlines.</li> <li>▪ Strong IT skills in particular Microsoft Office Suite - Excel and Word.</li> </ul>
<b>DESIRABLE CRITERION</b>
<ul style="list-style-type: none"> <li>▪ Experience within the sporting industry and working within not-for-profit associations.</li> <li>▪ Bachelor of Sports Management or similar.</li> <li>▪ Understanding of Sports TG online management platform.</li> <li>▪ Understanding of SBL and WABL Competitions.</li> <li>▪ Experience in Event management.</li> </ul>