



POSITION DESCRIPTION

TITLE : REGIONAL DEVELOPMENT OFFICER (MID WEST)
LOCATION : DLGSC – GERALDTON OFFICE
EMPLOYER : Basketball WA
TERMS : Full time Permanent
REPORTS TO : BWA Participation Manager
SALARY RANGE : Salary Package approximately \$50,000 plus Superannuation.

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

- The Development Officer position will play a vital role in growing the game of Basketball in the MID WEST (MW) Region. The role will essentially cover the planning, management and delivery of all junior basketball programs, including all training courses sanctioned by the association.
- Lead and coordinate delivery on the Mid West Regional Plan which is linked to BWA's strategic plan, reporting regularly to the Mid West Member Associations on achievement of objectives.
- Develop and maintain effective working relationships with a diverse range of keystakeholders, representing the organisation in the community and industry.
- To provide a strategic capacity to the sport of Basketball and in particular BWA in the region.
- To provide key support and assistance where possible to the regional basketball affiliates within the region.

SUMMARY OF ROLE

- Support Mid West Member Associations in providing advice and support in relation to the development of an operational plan that addresses the particular needs of the Member Associations and links to the Mid West Regional Plan, including aspects of:
 - Governance
 - Volunteer Recruitment and Management
 - Information Communication Technology
 - Sponsorship/Grants and Marketing
 - Participation initiatives
 - Education and Training
 - Infrastructure
- Oversee the contracts and obligations of key partnerships (Government / Non Govt) in regard to achieving outcomes across the sport in the region.

- Where possible assist in the administering and promoting of the Inclusion Basketball Program, including the areas of Indigenous, Disabled, and CALD basketball and work with the Participation Manager and external agencies to develop and grow these programs.
- Provide operational & strategic guidance to associations having input into and driving the outcomes of the operational & strategic plans such as:
 - Assisting in the coordination of coaching and referee clinics and encouraging coach and referee accreditation.
 - Liaise with BWA staff regarding the nomination and selection of local players in representative programs such as southern cross, WA Country, Hotshot & FDP etc.
 - Assist with the coordination, delivery and achievement of school clinics, after school programs and participation initiatives such as sporting school and aussie hoops.
- Identify and apply for various grants and sponsorships, manage grants and sponsorships obtained, including sponsor servicing, reporting and acquittal requirements.
- Provide assistance to Associations in the implementation and operations of the "SportsTG" software system across the region.
- Liaison with community basketball stakeholders on all administrative matters.
- Assistance on other projects from time to time as required
- Take ownership of and work to deliver strategic projects so as to advance the sport of basketball within the region with the assistance of BWA Staff.
- Assist with the delivery & development of policies and procedures to enhance the operations of Basketball in the region.
- Develop and maintain effective relationships with a range of key stakeholders, representing the organisation in the community and industry as required.

SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

- Act as Head Coach for elite training programmes in the Mid West (e.g. FDP, SPP etc).
- Work closely with BWA Head Coach of the High Performance program
- Liaise with BWA regarding nomination and selection of local players in representative programs such as Southern Cross, WA Country etc.
- Liaise with BWA regarding visits to the Mid West by Staff
- Provide specialist coaching support to junior and senior club coaches
- Co-ordinate coaching clinics and encourage Coach Accreditation
- Conduct school clinics throughout the Mid West region
- Monitor afternoon training sessions during the domestic competition season
- Coordinate and select coaches and help with team selections for BWA and Country Championship Tournaments.
- Travel to Perth for BWA & Country Week carnivals as required.
- Travel to Perth or be available to phone in as required for BWA Meetings including regional forums.
- Conduct School Holiday clinics.
- Promote, Coordinate and Increase numbers in the Aussie Hoops Junior Development program

- Work in consultation with the Referee Coordinator to introduce new referees and provide accreditation courses/development opportunities.
- Provide written/oral reports to Members Associations, including updates on KPI Targets.
- Promote Junior Basketball through publishing articles on the Website, Social Media Outlets as well as contacting local media agents.
- Plan, Promote and Conduct Carnivals for local Primary & High Schools
- Drive the regional planning process and provide assistance to develop association plans.

Knowledge, abilities and skills required (Competencies)

- Demonstrated extensive understanding of Sport (preferably basketball)
- Involvement in a sport-oriented organisation (Beneficial)
- Ability to plan, set up and manage camps / clinics / programs
- Sound communication skills and the ability to effectively communicate with a wide range of stakeholders either in Person, over the phone or via email or in writing.
- Refined interpersonal skills and an approachable manner with the ability to build collaborative relationships with all staff and stakeholders
- The ability to work within project budgets and meet financial targets.
- Strong IT competency – proficient in the use of MS Office package.
- Experience with using the Basketball Network (Sports TG) and Stadium Scoring software (beneficial)
- Effective Organisation and Administration Skills
- Demonstrated ability to plan work programs, prioritise tasks and meet deadlines
- Maintain confidentiality and establish trust in working relationships
- Preparedness to be flexible with working hours particularly during peak times and major events
- Complies with organisation OH&S Policies

Working Relationships (Internal and external interactions)

Internal

Participation Manager ☒

Deputy CEO ☒

BWA Employees ☒

External

DLGSC Regional Staff ☒

Key Regional Stakeholders ☒

Other Basketball Associations ☒

Members and Volunteers ☒