

POSITION DESCRIPTION

TITLE : REGIONAL DEVELOPMENT MANAGER (SOUTH WEST and PEEL)
LOCATION : DLGSC – SOUTH WEST/PEEL OFFICE
EMPLOYER : Basketball WA
TERM : Full time Permanent
REPORTS TO : BWA Participation Manager
SALARY RANGE : Salary Package approximately \$60,000 (negotiable) plus Superannuation.

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

- The Development Manager position will play a vital role in growing the game of Basketball in the SOUTH WEST and PEEL Regions. The role will essentially oversee the planning, management and delivery of all basketball programs, services and products in partnership with our affiliated associations and key stakeholders.
- Lead and coordinate delivery on the South West and Peel Regional Plans which are linked to BWA's strategic plan, reporting regularly to the South West and Peel 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 South West and Peel 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 South West and Peel Regional Plans, including aspects of:
 - Governance, Volunteer Recruitment and Management
 - Information Communication Technology
 - Sponsorship/Grants and Marketing
 - Participation initiatives
 - Education and Training
 - Infrastructure
- Oversee BWA 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 inclusive Basketball Programs, including the areas of Aboriginal, 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.
 - Assist with the coordination, delivery and achievement of participation initiatives such as sporting schools 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 Basketball Database software system across the region.

- Liaison with community basketball stakeholders on all administrative matters.
- Assistance on other projects from time to time as required.
- 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

- Work with affiliated basketball associations with the region to develop and deliver association plans linking to the South West and Peel Regional Plans.
- Provide strategic and operational advice and services to affiliated associations within the region and work with key stakeholders such as DLGSC, Healthway and local governments to assist basketball in the region to grow.
- Co-ordinate coach education clinics and encourage Coach Accreditation and Mentoring programs.
- Travel to Perth or be available to phone in as required for BWA Meetings including regional forums.
- Promote, Co-ordinate and Increase numbers in the Aussie Hoops Junior Development program.
- Work in consultation with the Associations to introduce new referees and provide accreditation courses, development opportunities and mentoring programs.
- Provide written/oral reports to Members Associations, including updates on KPI Targets.
- 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)	
<ul style="list-style-type: none"> ▪ Demonstrated understanding of Basketball. ▪ Involvement in a sport-oriented organization. ▪ 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 Sports Database and Scoring software (beneficial) ▪ 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 	
Working Relationships (Internal and external interactions)	
<p><i>Internal</i></p> <p>Participation Manager <input checked="" type="checkbox"/></p> <p>Deputy CEO <input checked="" type="checkbox"/></p> <p>BWA Employees <input checked="" type="checkbox"/></p>	<p><i>External</i></p> <p>DLGSC Regional Staff <input checked="" type="checkbox"/></p> <p>Key Regional Stakeholders <input checked="" type="checkbox"/></p> <p>Other Basketball Associations <input checked="" type="checkbox"/></p> <p>Members and Volunteers <input checked="" type="checkbox"/></p>