

# Competitions Support Officer

## Position Description

Permanent Full Time Position

<b>Job Title:</b>	<b>Competitions Support Officer</b>
<b>Organisation:</b>	Basketball WA
<b>Location:</b>	Bendat Basketball Centre, 201 Underwood Ave, Floreat WA
<b>Reporting to:</b>	General Manager of Basketball Operations
<b>Date:</b>	June 2022

### POSITION DESCRIPTION

Now is a great time to consider a career in one of Western Australia's biggest and fastest growing Sports.

Basketball WA has a vision to improve the lives of Western Australians through Basketball and it is an exciting time to be involved in a sport that continues to grow and have a positive impact in our community.

Our values help us to drive our performance by defining our culture.

- Fun and Enjoyable
- Agile and Innovative
- Accessible and Inclusive
- Well Governed and Accountable
- Become the Best you can be

Reporting to the General Manager of Basketball Operations, this key role will be responsible for ensuring Basketball WA competitions and events are supported and promoted in a professional and efficient manner.

Basketball WA is seeking a proactive and motivated individual with strong administration skills to fill this exciting position with a diversity in duties.

You will be an integral member of our growing competitions, marketing, and events team for a range of operational support tasks.

Basketball WA respects, welcomes, and supports Aboriginal people and is placing a strong focus on creating a positive and inclusive environment for all individuals within our basketball community to work and succeed.

### PURPOSE OF THE ROLE (Why does this role exist, what is it designed to achieve?)

- To support the quality delivery of BWA competitions and events
- To support the delivery of marketing strategies for BWA competitions and events
- To support the delivery of digital communications campaigns to enhance BWA brands

### KEY ROLES & RESPONSIBILITIES

- To work with the competitions team to deliver key BWA competitions and events
- To provide administrative assistance to the competitions, events, and marketing team
- To enhance the profile of BWA competitions and brand via internal and external communication
- To review and assist in the implementation of BWA's marketing plan.

### KEY RELATIONSHIPS

- Basketball WA Staff & Board
- BWA and Perth Lynx Members
- BWA Partners, Sponsors & Key Stakeholders
- Association Presidents, Directors & Administrators

### ESSENTIAL CRITERION

- Ability to work as part of a team, as well as a self-directed individual
- Strong administration skills
- Strategic and creative thinker
- Honest, reliable, and disciplined
- Solution orientated problem solver with a proactive approach and proven initiative
- Highly developed interpersonal, written, and oral communication skills
- Meticulous in presentation of work with particular attention to detail
- Highly organised, efficient, and effective under pressure
- Successful in managing multiple tasks, prioritising demands, and working to deadlines
- Demonstrated proficiency in the use of Microsoft Office Suite - Excel and Word
- Prepared to work as an integral part of a professional and dedicated team

### DESIRABLE CRITERION

- A current driver's license.
- Experience within the sporting industry and working within not-for-profit associations.
- Bachelor of Sports Management, Marketing or similar.
- Demonstrated experience and understanding of social media scheduling platforms and digital marketing platforms (Hootsuite, Mail Chimp etc.)

## SUMMARY OF ROLE

- Competitions administration support (NBL1/WABL/PMBL/Perth Lynx)
- Event management support of BWA events and competitions
- Marketing and communications support

## SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY

1. Undertaking marketing and administrative duties to support the competitions and marketing team:
  - Preparation and creation of materials for internal and external stakeholders
  - Preparation of content for creation of e-news BWA newsletter
  - Promotion and marketing of BWA Events
  - Scheduling of social media approved content for BWA competition channels
  - General marketing administrative duties
  - Assist with content creation for Perth Lynx membership correspondence.

2. Support the competitions team in the delivery of BWA’s competitions and events

- Risk management checklists and OH&S policy adherence
- Casual staff management
- Comprehensive event run sheets and manuals
- Data entry and analysis
- General administrative duties

BWA events include, however not limited to:

- NBL1 West Grand Finals
- BWA State Championships
- BWA Country Championships
- WABL Finals
- WABL Grading
- NAIDOC Carnival
- Australian University Games
- Annual Awards Night
- Perth Lynx Home Games

**WORKING RELATIONSHIPS (Internal and external interactions)**

**INTERNAL**

- General Manager of Basketball Operations
- Marketing and Communications Manager
- Deputy CEO
- Chief Operating Officer
- CEO
- BWA Employees

**EXTERNAL**

- External Agencies
- BWA Stakeholders
- Other Basketball Associations
- Members and Volunteers