



General Manager

Job Description, January 2024

The Rockingham Basketball and Recreation Association (RBRA), better known as the Rockingham Flames are an integral part of the WA Sporting Community. We are one of the biggest Not for Profit sporting organisations in the Southern Corridor of Perth Western Australia. We pride ourselves on programs we deliver to the community.

Established in 1992 we are now the home of Basketball in Rockingham. Our programs include Kindlings, Aussie Hoops, Domestic, WABL and NBL-1. We are a strong Volunteer driven organisation that is continually looking to build into the future.

To expand our Association into the future we are seeking a passionate and experienced General Manager to lead our growing needs as an Organisation.

Responsibilities and Duties

Management of all on court programs being run by the RBRA which include but are not limited to

- Domestic 5 on 5 competition – juniors and seniors inclusive of daytime competitions at all venues as directed by the Board.
- Junior Representative program including WABL
- Senior Representative program including NBL-1
- Development programs including Kindlings, Aussie Hoops, Coaching Academy, Elite Pathways and Sporting Schools
- Bizlink program and other all-abilities programs
- Individual training programs
- RBRA Holiday Programs

Financial Management of the RBRA Including

- Preparation and submission of the Annual Budget for Board endorsement
- Management of the day to day financials of the Association with the assistance of the Bookkeeper
- Management and submission of all grant applications

Management of the RBRA Staff and Volunteers (excluding the Board of Directors) associated with

- Domestic Competitions & Clubs
- Development programs and pathways
- Representative Programs including WABL and NBL-1
- Referee Programs

Oversee

- Corporate branding of the RBRA and Flames
- All RBRA Sponsorship and marketing activities in conjunction with the Board of Directors
- Management of any special events as required
- Attend Board meetings as required
- Manage the relationship between the RBRA, the City of Rockingham the City of Kwinana & Basketball WA

Other duties as directed by the RBRA Board of Director which are consistent with the positions purpose.

General Position Requirements

- A primary focus of the position is to ensure the RBRA programs and marketing encourages participation in Basketball across the cities of Rockingham, Kwinana and their surrounds.
- It is important for both the RBRA and the Members that the General Manager conducts themselves in a professional manner that brings respect and recognition to all programs and events being delivered by the RBRA.
- Develop and instil a sense of Pride & Passion to all involved with RBRA Programs
- Have a strong understanding and promote our key values of Integrity, Loyalty, Trust, Respect & Pride.

Essential knowledge and capabilities required for this Position

- Must have a high level of interpersonal, communication and negotiation skills with the ability to represent the RBRA internally and externally at all levels.
- Must be capable of strong leadership, determination and drive to meet and exceed target objectives set for the RBRA programs and events.
- Must have a solid background in sports administration and appreciate good governance.
- Must have strong accounting skills to ensure delivery of sound financial and budget management whilst meeting operation goals.
- Must have expertise in stakeholder and community engagement and be prepared to work collaboratively with various sub committees and stakeholders across the organisation.
- Must be able to use initiative and innovation to problem solve and implement strategic solutions.

Essential Education & Experience Requirements

- Significant work experience in a similar role
- Experience in working with an organisation driven predominantly by Volunteers in the Not for Profit environment.
- Must be a competent in the use of Microsoft products, as well as PlayHQ and other associated software.
- Current Drivers Licence
- Current Working with Children and Police Clearance

Desirable Education & Experience Requirements

- Recent work experience in a similar role
- An understanding of the Australian Basketball structure and how this filters down to grass roots basketball.
- Business related or sports administration tertiary qualifications.

Position Level and Salary

- The position will be paid an annual salary commensurate with the qualifications and experience of the successful applicant

To Apply

Please direct all applications along with a covering letter outlining your suitability for the role to: president@rockinghamflames.com.au

Employer Questions

Your application should address the following questions:

1. What is your experience in the role of General Manager or similar ?
2. What is your experience in working with Volunteers and / or for a Not For Profit organisation?
3. What is your background and understanding of Basketball particularly in WA
4. What is your experience in the sports or fitness injury
5. What can you bring to our Organisation that no one else can?