



Job and Person Specification

TITLE OF POSITION:	Domestic & Community Programs Co-Ordinator
REPORTS TO:	Operations Manager
OVERVIEW OF THE ROLE	
<p>The position provides effective customer service including responding to routine queries from internal and external stakeholders, co-ordination of the Domestic, Aussie Hoops and other community programs, including player and parent related administration and updating and maintaining accurate records on club's systems and databases.</p> <p>This specifically includes hands on development and growth of these community programs including school holiday programs and during / after school clinics.</p> <p>The position works as part of a highly skilled team to provide services which are compliant with the priorities, principles and objectives underlying the club's strategic goals, and assists with the ongoing review of business processes and systems for enhanced innovative business practices and an improved member experience.</p>	
KEY WORKING RELATIONSHIPS	
<p>This role involves the ability to develop and maintain relationships with a wide range of stakeholders. First and foremost, this involves having strong effective relationships within the Sturt Basketball Club. This includes:</p> <ul style="list-style-type: none"> • Operations Manager • Director of High Performance and Development • Referee Coordinator • Merchandise, Sponsorship and Office Administrator • Management Committee and Executive of the Sturt Basketball Club • Domestic and Aussie Hoops coaches, referees, players and their parents • External stakeholders such as Basketball SA, Basketball Adelaide and External Facilities/ Schools 	
SPECIAL CONDITIONS	
<p>The incumbent is required to:</p> <ul style="list-style-type: none"> • Undertake criminal history and other background checks such as WWCC. • Hold a current Australian driver's licence. • Be willing to work out of normal office hours on a weekly basis including Saturdays. 	
Last Updated: April 2023	
ACKNOWLEDGEMENT	
<p>I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out in this position description. I note that the statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties, and skills to perform the role.</p>	



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Signed by Employee:
Name of Employee:
Date:
Signed by President:
Date:

Key Responsibilities	
Accountability	Key Activities
Facilities Management	<ul style="list-style-type: none"> Create, amend / cancel books for Domestic and Aussie hoops. Assist with Inclusive. Coordinate and organise all Domestic / Aussie hoops facility access. Communicate any changes to relevant League managers and venues.
Administration	<ul style="list-style-type: none"> Maintain Incident Register Monitor 'enquiries' email and responding or dispersing them to relevant staff. Domestic, Aussie hoops and Inclusive Memberships: creating and communicating with members. Working with Children's Checks for Coaches and Team Managers Assist with relevant administration tasks across Game Day, Refbook, Microsoft 365 and Basketball Connect platforms. Undertaking effective planning to ensure the smooth implementation and coordination of Domestic and Aussie Hoops and community programs. Effectively co-ordinate the Domestic competition each term – including coaches and referees required. Effectively co-ordinate the Aussie Hoops program each term – including coaches required. Contact schools to promote the clubs' schools program and implement across schools in the community – includes organising coaches. Managing a small team of coaches for Domestic and Aussie hoop programs. Work closely with Domestic staff and referee coordinator.
Finance / Book Keeping	<ul style="list-style-type: none"> Consult with Operations Manager in regard to program costings and budgets. Payroll consultation with Operations Manager for coaches and referees. Consult with Operations Manager for reconciliations – monthly accounts, court hire, invoices.
Continuous Improvement	<ul style="list-style-type: none"> Develop, monitor, and review administrative systems and procedures in consultation with the Operations Manager, identifying areas requiring improvement, making recommendation for change.



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	<ul style="list-style-type: none"> • Demonstrate initiative and judgement in identifying issues and bringing them to the attention of the relevant manager as appropriate.
Teamwork	<ul style="list-style-type: none"> • Suggest and promote creative ideas and approaches to improve individual and team performance. • Encourage and support others to take on new challenges and opportunities.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively create and maintain a safe and healthy work environment by working safely, adhering to instructions and using equipment in accordance with safe operating procedures. • Initiate and participate in worksite inspections, accident reporting and investigations, developing safe work procedures and providing appropriate information, instruction, training, and supervision. • Address any unsafe working practices or hazardous working conditions.
Professional Behaviour and Development	<ul style="list-style-type: none"> • Actively develop capabilities and technical expertise • Support the development and growth of others • Model professional conduct according to our values and behavioural policies

ESSENTIAL QUALIFICATIONS / REGISTRATIONS / MEMBERSHIPS

Nil.

DESIRABLE QUALIFICATIONS / REGISTRATIONS / MEMBERSHIPS

- Certificate/Diploma in Administration (or equivalent)
- Certificate/Diploma in Sports Coaching / Sports and Recreation (or equivalent)

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Tertiary qualifications in relevant discipline and/or demonstrate transferable skills in a similar or related role will be highly regarded.
- Exceptional interpersonal and emotional intelligence skills that foster trust and cooperation in others
- Demonstrated ability to respect and maintain confidentiality around identified sensitive matters
- Excellent communication skills (written and verbal), including the ability to vary styles and formats to suit diverse audiences and contexts
- Advanced computer literacy with Microsoft Office Suite including Word, Excel and PowerPoint
- Ability to work independently and demonstrate initiative
- Passion and enjoyment for the industry of sport and / or the Sturt Basketball Club

What's in it for you?

This is a rare opportunity to lead and drive the operational side of a high performing sporting organisation. You will also have the opportunity help re-shape and plan for the next evolution at the basketball club.

Applications with attached CV to be emailed to:
Sam.bolto@sturtsabres.com.au



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Applications close COB Sunday 23rd April 2023

Sturt Sabres Basketball Club is an equal opportunity employer and welcomes applications from all people who meet the qualifications and experience required for the role.