

POSITION DESCRIPTION – Competitions and Basketball Administrator
COFFS HARBOUR BASKETBALL ASSOCIATION



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| Position Name | Competitions and Basketball Administrator |
| Position Type / Remuneration | Permanent Part-Time 22-28 hours a week neg. Sporting Organisations Award 2020 – A.4.3 Grade 3 including employers' contribution to superannuation and annualised leave loading. |
| Reports To | Coffs Harbour Basketball Association (CHBA) Board of Management |
| Location | Coffs Harbour Basketball Office, Sportz Central Coffs Harbour |
| Primary Role | The Competitions and Basketball Administrator is responsible for the operations of the CHBA Domestic Competition including but not limited to grading, fixtures and data management and serve as the primary point of contact for CHBA. |
| Work Environment | It is expected that Competitions and Basketball Administrator will have a close working relationship with the board of management, and club delegates. Competitions and Basketball Administrator will be based at the offices of CHBA located inside Sportz Central Bray Street Coffs Harbour for the majority of works. And will be required to occasionally work from locations outside Sportz Central whilst performing tasks related to schools, and other facilities where required. |
| Key Responsibilities | <p>The Competitions and Basketball Administrator is responsible for:</p> <p>Managing Domestic Competitions:</p> <ul style="list-style-type: none"> • Advertise competitions in a timely manner, receipt of nominations and registrations for all teams/players/clubs • Develop Competition fixtures for junior and senior domestic competitions • Preparation of form templates <p>Delivering Outstanding Customer Service:</p> <ul style="list-style-type: none"> • Serve as the primary point of contact for the CHBA, offering prompt, high-quality support to members on competition and event-related inquiries, guiding them through the competition entry process, and addressing any general competition questions. <p>Maintaining Professional Member Interactions:</p> <ul style="list-style-type: none"> • Ensure all member interactions are handled efficiently and professionally, leaving a positive impression at each touchpoint • Liaison between CHBA competitions committee and member clubs to ensure compliance with CHBA policies/regulations and bylaws and other governing bodies as required. <p>Managing Event Entry Processes:</p> <ul style="list-style-type: none"> • Oversee the setup and maintenance of competition portals, ensuring members can smoothly register for CHBA competitions. <p>Distributing Key Event Information:</p> |

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| | <ul style="list-style-type: none"> Coordinate the timely publication and distribution of competition details for Clubs, players, coaches, on a variety of communication platforms. <p>Updating Competition and Events Information:</p> <ul style="list-style-type: none"> Regularly update the Competition and Events sections of the CHBA website, providing accurate and current information for all members. |
| Essential Criteria | <ul style="list-style-type: none"> Qualifications in business/administration or equivalent Excellent verbal and written communication skills Knowledge of Basketball process' and systems Keen eye for detail with ability to multi-task Manage time effectively and prioritize workloads Proficient in the use of Microsoft office products Customer service focus Working with children clearance / ability to gain |
| Desirable Criteria | <ul style="list-style-type: none"> Proven administration and financial management competence Demonstrated experience in the operations of a not for profit or similar organisation Demonstrated ability in developing and supporting initiatives that encourage increased participation at all levels Possess strong relationship management skills and the ability to work with a diverse range of stakeholders. Possess strong communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly |
| Other Information | <p>The successful candidate at the time of engagement, the employer and P/Part-time employee will agree in writing on a regular pattern of work.</p> <p>Job Sharing administrative tasks with other staff will be a focal point for CHBA to ensure consistency and mitigate risks as per our strategic direction.</p> <p>The nature of the position work carried out and hours completed may vary from year to year based on the continued financial support from funding sources.</p> |
| Ideal Person Profile | <p>To achieve success in the role of Competitions and Basketball Administrator it is important that the person has the following attributes</p> <ul style="list-style-type: none"> Be an outstanding communicator and excellent inter-personal skills Must love and be passionate about the growth of basketball Have excellent (and timely) reporting skills and be able to deliver high quality reports A sound knowledge of the Coffs Harbour Basketball Association, its goals and objectives and the programmes it supports Confidence in dealing with the media, volunteers and local authorities/community groups Excellent computer skills |
| Applications | <p>Cover Letter including response to essential and desirable criteria and CV to be emailed to secretary@coffsharbourbasketball.com.au</p> |

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