



POSITION DESCRIPTION – Representative and Basketball Administrator
COFFS HARBOUR BASKETBALL ASSOCIATION



Position Name	Representative and Basketball Administrator
Position Type / Remuneration	Part time 12-15 hours per week. Sporting Organisations Award 2020 – A.4.3 Grade 3. \$29.45 per hour
Reports To	Coffs Harbour Basketball Association (CHBA) Board of Management
Location	Coffs Harbour Basketball Office, Sportz Central Coffs Harbour
Primary Role	The Representative and Basketball Administrator is responsible for the management of the Coffs Harbour Suns administration and data management and working along side the Representative Director.
Work Environment	It is expected that Representative and Basketball Administrator will have a close working relationship with the board of management, particularly the Representative Director, Coaching Director and Referee Development Officer.
Key Responsibilities	Managing the Representative Program Administration: • Assist Rep and Coaching Director plan and promote representative trials • Assist scheduling of training and events related to Coffs Harbour Suns • Assist in the preparation and distribution of uniforms and equipment and collection of same • Preparation of form templates • Coordinate sponsorship arrangements for the program Delivering Outstanding Customer Service: • 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 representative program and addressing any general questions. • Ensure all member interactions are handled efficiently and professionally, leaving a positive impression at each touchpoint • Liaison between Coffs Harbour Suns team managers, coaches, players/ parents to ensure compliance with CHBA policies/regulations and bylaws and other governing bodies as required. Managing Events: • Oversee the setup and maintenance of representative portals, ensuring members can smoothly register for competitions. • Coordinate the timely publication and distribution of competition details for players, coaches, on a variety of communication platforms. • Regularly update the appropriate sections of the CHBA website, providing accurate and current information for all members. Other Duties • Undertake other duties within the scope, classification and level of the position as directed by the Board of Management



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Essential Criteria	• 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	• 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	The successful candidate at the time of engagement, the employer and employee will agree in writing on a pattern of work. 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. 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.
Ideal Person Profile	To achieve success, the person will need the following attributes • Must love and be passionate about the growth of basketball • Be an outstanding communicator and excellent inter-personal skills • 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 programs it supports • Confidence in dealing with the media, volunteers and local authorities/community groups • Excellent computer skills
Applications	Cover Letter including response to essential and desirable criteria and CV