



# POSITION DESCRIPTION

<b>Position Title:</b>	Female Participation Strategy Coordinator
<b>Terms:</b>	Fixed Term Contract – 9 Months (0.5 FTE)
<b>Location:</b>	Basketball South Australia, 32-56 Sir Donald Bradman Drive Mile End, SA, 5031 and other locations as required
<b>Reports to:</b>	Community Development Manager
<b>Date last revised:</b>	March 2025
<b>Salary range:</b>	\$72,000 per annum FTE (\$36,000 per annum pro rata) plus super 11.5%



## ORGANISATION

Basketball South Australia (Basketball SA) exists to provide leadership and a state-wide framework for affiliated member associations and clubs to grow and develop the sport of basketball for all participants.

## PURPOSE OF THE POSITION

To coordinate the growth of the Basketball SA Female Participation Strategy (FPS). To build and implement the strategy throughout the broader community state-wide.

## KEY TASKS & AREAS OF RESPONSIBILITY

- Coordinate delivery and promotion of FPS events and activities, including but not limited to school visits, come and try sessions, skills clinics, referee courses, coach clinics and networking events.
- Coordinate resourcing required to deliver FPS events/activities e.g., court booking, equipment, personnel, etc.
- Attend FPS activities as an active contributor, ensuring the service delivered is of a high quality.
- Ensure the FPS meets its targets and represents all aspects of our female basketball community.
- Build effective working relationships with local stakeholders to overcome barriers of female participation, retention and satisfaction.
- Work with the Marketing and Communications team to develop content for digital media platforms to promote the FPS with a view to celebrate female participation, establish continuing engagement, and promote successes and achievements.
- Contribute to reporting of participation outcomes.
- Maintain records of activity data.
- Review invoices from external contractors to ensure they align with the activities performed.
- Provide administrative support to the Female Participation Committee.

## KEY PERFORMANCE INDICATORS

- Build and maintain the FPS database.
- Provide regular communication requests to the Social Media Content Officer promoting each FPS activation.
- Write quarterly Committee reports for the Female Participation Strategy Committee.
- All country associations are contacted and provided information on booking FPS events.
- All NBL1 Clubs (10) are contacted and provided information on booking FPS events.
- Contact schools and coordinate and oversee logistics for school-based FPS activations to meet annual scheduling needs (business aim of 75 school activations each year state-wide).
- Coordinate the collection and recording of all FPS visits and programs to ensure accuracy of records/reports.
- Liaise with the Technical Officials and Referees department to support the accreditation process for girls and women as Level 0 or Level 1C referees (business aim of 75 female participants per year).
- Liaise with Performance Pathways Leaders (Male and Female) and Community Development Manager to support the coaching accreditation process for girls and women state-wide.
- Coordinate communication and information flow to the Social Media Content Officer via Communication Request Forms to support the promotion of FPS activations, on at least a monthly basis.
- Organise information to write quarterly reports for the Female Participation Strategy Committee 2 weeks prior to each meeting.

## SELECTION CRITERIA

- Experience in basketball and/or sports management or similar role with proven experience and knowledge;
- Excellent organisational skills;
- Excellent oral, written, interpersonal and facilitation skills;
- Demonstrated ability to forge connections and collaborative partnerships with people from a wide variety of backgrounds;
- Willingness to work and travel outside of hours;
- A current South Australian Working with Children Check (or a willingness to gain one);
- A current Driver's license and roadworthy motor vehicle;
- Interpersonal and relationship-building skills to keep their staff and volunteers motivated;
- Customer and solution focused; and
- Forward-planning and strategy skills.



## ABOUT THE PERSON

You will:

- Be a good communicator with both colleagues and external stakeholders, members and third-party providers;
- Have the ability to recognise and manage personal behaviours, moods and impulses to create an inclusive, equitable and welcoming environment;
- Respect differing opinions and converse politely and respectfully with others;
- Be a critical thinker;
- Be creative and encourage others to be creative;
- Be patient and supportive to all;
- Uphold yourself to the highest standard of integrity; and
- Respect and uphold the Values and Codes of Behaviour of Basketball SA.