



Job Title:	Aspire Programme – Skills Camp Director
Location:	Within the Basketball England region to which they are appointed.
Working Pattern:	Such hours as are necessary to fulfil the requirements of your position to the satisfaction of Basketball England and may include work in evenings, on weekends, school holidays and public holidays as required.
Reports to:	Basketball England and Regional Talent Manager.
Responsible for:	Effectively administering all matters relating to the organisation of the Aspire Programme sessions and activities. Supporting the Aspire Programme coaching team, players and parents as applicable.
Appointment:	September 2021 to August 2022 or at such time as agreed that the role and responsibilities have been completed.
Contract:	£1100.00 per annum

Purpose of Role:	Work in collaboration with the Aspire Programme coaching staff under the direction of the Regional Talent Manager, so that the coaches can focus on session content and delivery.
Key Accountabilities:	<ul style="list-style-type: none"> • Alongside Basketball England’s finance team, support and implement procedures for the collection of player fees in relation to the Aspire Programme. • To maintain regular communication with, and provide regular player and staff registers to Basketball England and Regional Talent Managers • To liaise with clubs, coaches and schools in supporting the talent identification responsibilities of the head coach. • To observe Basketball England’s Code of Conduct at all times and to ensure that they, and their fellow camp staff, do not take advantage of their position in the Aspire Programme in order to recruit players to any basketball club with which they are associated. Any breach may result in their Aspire Programme appointment being terminated immediately. • To be responsible for the communication between Basketball England, Regional Management Committee, Regional Talent Hub, and the Aspire Programme players, staff & parents. • To take responsibility for the welfare and safety of each player and member of staff during the Aspire Programme sessions.
Operational Accountabilities:	<ul style="list-style-type: none"> • To liaise with Basketball England and the Regional Talent Manager regarding venue bookings, and utilising the Regional Talent Hub where available • To communicate with players and their parents, advising them of dates and times for the respective Aspire Programme sessions and the perceived outcomes in relation to the Player Development Framework. • To liaise with, and report to, Basketball England and the Regional Management Committee regarding the financial and administrative affairs of the Aspire Programme. • To organise the provision and wearing of (non-club) staff and player uniforms, as specified and supplied by Basketball England. • Be an ambassador for the Aspire Programme, promoting its interests and refraining from public criticism (on social media etc.). • To be open to, and engaging in, regular and annual assessments. • To be the first point of contact for parents, players & staff. • Where required, be part of the delivery of education sessions for players/parents during the Aspire Programme days.
Relationship Management:	<p>To liaise with the Head Coach in relation to managing external relationships with:</p> <p>Clubs: To contact clubs & club coaches on a regular basis to provide frequent communication and updates with regards to the Aspire Programme and player development.</p> <p>Schools: To be a point of contact for schools linked with the Aspire Programme players in order to provide effective communication where necessary.</p>



	<p>Parents: To be a point of contact for parents of the Aspire Programme players, providing effective communication of information with regards to the Aspire programme and the Basketball England Talent System & Pathway.</p>
<p>Experience, Knowledge & Skills:</p>	<ul style="list-style-type: none">• Conveys an image that is consistent with Basketball England values; demonstrating qualities, traits and a demeanour that command leadership respect.• Able to self-organise, manage time, prioritise work and meet deadlines.• Strives to improve performance at all levels.• Facilitates ways for teams to work effectively together.• Strives to achieve targets and objectives.• Brings together ideas and works towards solutions across the programme.• Utilises their time effectively.
<p>Other:</p>	<ul style="list-style-type: none">• A genuine interest in sport.• A flexible attitude to working (e.g. willing to work evenings, school holidays and weekends).• All Aspire Programme staff should see themselves on a pathway to improvement and as part of the Basketball England Talent System & Pathway.• To display personal drive and pride in the Aspire Programme.• To be open and honest in communication.• Current, clear and enhanced DBS check supplied to Basketball England.• Current Safeguarding Certificate supplied to Basketball England.