

# BASKETBALL ENGLAND JOB PROFILE



<b>JOB TITLE</b>	<b>BASKETBALL COURT ACTIVATION OFFICER</b>
<b>LOCATION</b>	Nationwide
<b>WORKING PATTERN</b>	Minimum 37.5 hours
<b>REPORTS TO</b>	Senior Relationship and Co-ordinator Manager
<b>RESPONSIBLE FOR</b>	-
<b>SALARY</b>	£22,500
<b>CONTRACT</b>	18 Months Fixed Term Contract

<b>PURPOSE OF ROLE</b>	<p>The post holder will collaborate closely with clubs and communities to access safe and suitable courts, to aid their recovery from the impact of COVID and support their ability to provide ongoing participation opportunities for all.</p> <p>Support the #PROJECTSWISH campaign, providing guidance to clubs and communities requiring upgrades or improvements to their indoor or outdoor courts, to improve capacity within the sport and to create inspiring places to play.</p>
<b>KEY ACCOUNTABILITIES</b>	<p><b>Project Delivery:</b> Work closely with the teams across infrastructure, membership and marketing and communications to implement and administer Basketball England infrastructure projects including #PROJECTSWISH campaign, court and equipment regeneration and activation of improvement projects in conjunction with clubs, communities and partners.</p> <p><b>Project Administration:</b> Support administrative responsibilities relating to the identified projects.</p> <p><b>Relationship Development:</b> Support the customer journey for delivery partners and other key stakeholders for the identified programmes, ensuring effective communication and project management principles are applied.</p> <p><b>Programme Development &amp; Co-ordination:</b> Deliver and coordinate planning, implementation, and monitoring of the identified programmes.</p>

<p><b>OPERATIONAL ACCOUNTABILITIES</b></p>	<p><b>Project Delivery:</b> To deliver the requirements of the infrastructure projects to assist organisations, clubs and players in obtaining affordable or free access to basketball facilities.</p> <p><b>Communications:</b> Delivery of frequent key messages and ongoing communications with all internal and external communications across all partners.</p> <p><b>Decision Making:</b> Ability to make appropriate operational decisions to meet the programme objectives in liaison with your Line Manager and other teams across the business.</p> <p><b>Marketing Support:</b> To provide briefs and quality information to support the required campaign, marketing, communications and PR for the portfolio of programmes and related events.</p> <p><b>Service Delivery:</b> To co-ordinate the operational delivery of required services ensuring they are effective and fit for purpose to deliver our programmes successfully, enabling partners to be part of this where relevant</p> <p><b>Governance, Risk &amp; Compliance:</b> Abide by all of Basketball England’s rules, regulations and policies (Including but not limited to, Equal Opportunities &amp; Equity Policy; Safeguarding Policy; Code of Ethics &amp; Conduct; Anti-Doping, Anti-Betting, Anti-Corruption and Confidentiality).</p> <p><b>Other duties:</b> Any other duties as required by the line manager that are commensurate with the grade.</p>
<p><b>RELATIONSHIP MANAGEMENT</b></p>	<p><b>Internal Team:</b> Build relationships with teams across Basketball England to effectively support the operational delivery of all participation programmes and wider initiatives.</p> <p><b>Stakeholder Support:</b> Building positive relationships with our stakeholders, including regional committees, clubs, communities, coaches, officials, volunteers and key partners.</p> <p><b>Ambassador Support:</b> To provide advice, motivation and support to help the Ambassadors grow and develop to influence others to engage in the campaign</p>



# ROLE REQUIREMENTS

<b>EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>	<p><b>Qualifications:</b> A degree in a relevant subject or compensating work experience in a relevant, related field.</p> <p><b>Experience:</b> Demonstrable experience of:</p> <ul style="list-style-type: none"><li>✓ <b>Project Development / Management:</b> Experience developing or supporting the development of initiatives, preferably for an NGB or third-sector organisation.</li><li>✓ <b>Relationship Management:</b> Building trust and strong relationships with a range of stakeholders internally and externally, potentially including BE staff and volunteers.</li><li>✓ <b>Relationship Management:</b> Building trust and strong relationships internally and externally, ability to anticipate risks and manage stakeholder expectations.</li><li>✓ <b>Customer Support:</b> Ability to adapt and deliver support services to a growing volunteer network that is effective and efficient for the customer</li></ul> <p><b>Personal Skills:</b></p> <ul style="list-style-type: none"><li>✓ <b>Confident &amp; Motivated:</b> Confident with a high degree of self-motivation and initiative.</li><li>✓ <b>Mental Agility &amp; Initiative:</b> Excellent mental agility with the ability to use own initiative to self-organise, plan and work effectively, taking account of daily changing and competing priorities.</li><li>✓ <b>Quality Work at Speed:</b> A proven ability to produce high quality work and meet deadlines at speed and under pressure.</li><li>✓ <b>Teamwork:</b> Ability to work as a member of a team, with an understanding of what behaviours contribute to effective teamwork. Appreciation of the significance of confidentiality.</li><li>✓ <b>Communications:</b> Excellent interpersonal and communication skills demonstrating an ability to communicate upwards to a senior level (including CEO, Directors and the Board) and relate to a wide range of people and organisations in the right appropriate format.</li><li>✓ <b>Solution Development:</b> Ability to anticipate issues, problem solve, manage ambiguity and make sound judgements on sensitive matters.</li><li>✓ <b>Time Management:</b> Ability to multi-task and prioritise work.</li></ul>
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	<p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Attention to Detail:</b> An eye for detail with an ability to maintain a high level of accuracy in preparing and entering information.</li> <li>✓ <b>Advanced ICT:</b> Significant advanced expertise in the use of Microsoft packages (word, excel, PowerPoint) and other related ICT software.</li> <li>✓ <b>Numeracy &amp; Literacy:</b> Excellent numeracy, literacy, spelling and presentation in typewritten and other work.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A genuine interest in basketball / sport.</li> <li>• Passionate about people and helping to build great teams and culture.</li> <li>• A flexible attitude to working, willing to work evenings and weekends because of the nature of the role and event timings.</li> <li>• Job offers will be subject to completion of a satisfactory, current Basketball England DBS check and completed every three years.</li> </ul>