

BASKETBALL ENGLAND JOB PROFILE



JOB TITLE	Legacy Project Manager
LOCATION	Nationwide
WORKING PATTERN	Minimum 37.5 hours
REPORTS TO	Legacy Project Manager
RESPONSIBLE FOR	-
SALARY	£28,000
CONTRACT	18 Months Fixed Term Contract

PURPOSE OF ROLE	<p>Our vision for Birmingham 2022 legacy is for 3x3 to be recognised as the most, dynamic, exciting, accessible and inclusive team sport in England.</p> <p>Through our national Legacy Campaign #GameTime, the Legacy Project Manager will help Basketball England realise the growth potential of the 3x3 format through the introduction and development of national, regional and local 3x3 participation opportunities, creating mass enablement of 3x3 which is accessible to all communities and creates a genuine legacy from the introduction of 3x3 at the Commonwealth Games.</p> <p>Birmingham and the West Midlands will feature as a key focus for the project in addition to nationwide impact.</p> <p>We are looking for a candidate with strong project management and delivery skills and who also has stakeholder engagement expertise and the ability to design solutions at local level that are scalable across the country.</p> <p>This is an exciting opportunity for an individual with a passion for making a difference and ensuring that everyone involved in basketball delivers and receives a high-quality experience. This is delivered in context of Basketball England's vision to be an inspirational sport that is accessible to everyone.</p>
KEY ACCOUNTABILITIES	<p>Project Management: Lead and manage delivery of Basketball England's Birmingham 2022 Legacy projects, focused on tackling inequalities and inspiring new audiences to play.</p>

This legacy plan will create mass enablement of 3x3, creating a network of 3x3 ambassadors and accessible, affordable and exciting playing opportunities that inspire and make a real difference to people in the most marginalised communities across the country and creating a great 3x3 first experience for those new to the game.

Project Delivery: Working in partnership with key partners to deliver 3x3 events to raise interest and participation in the game for players, officials, fans and followers as well as those in related fields such as announcers, and entertainers – bringing the whole community together.

Marketing: Utilising a variety of digital tools and platforms to raise awareness of 3x3 format of the game and how basketball changes lives and tackles inequalities.

Digital Solutions: Developing an easy-to-use digital tool linked with #ProjectSwish to enable people to find new spaces, courts and opportunities to play.

Funding & Budget Management: Leading and supporting bids and applications for public and private funding to support implementation of the Commonwealth Games (CWG) 2022 legacy programme. Managing project budget to maximise project delivery.

Monitoring & Evaluation: Establishing effective monitoring, reporting to enable nationwide tracking of activations, participation and other KPI's.

Ensuring that legacy activities are planned and delivered on time and on budget.

Relationship Building: Build relationships and collaborate with key partners and local communities to provide mass enablement of 3x3 playing opportunities.

ED&I: Ensuring all work strands and projects are compliant with our commitment to equality, diversity and inclusion and that its values are embedded into the actions and behaviours of the team.

**OPERATIONAL
ACCOUNTABILITIES**

Community Engagement: Work with community partners and clubs, with a focus on increasing participation and tackling inequalities such as opportunities for increasing female participation, focus on ethnically diverse communities and lower socio-economic groups.

Supporting community partners, clubs and regions to upskill coaches, officials and other volunteers to support sustainable growth within basketball.

Project Delivery: to deliver the requirements of the legacy programme and adaptations required to meet legacy project objectives.

Build relationships: collaborate with key partners and local communities to maximise project delivery.

Communications: delivery of frequent key messages and ongoing communications with all internal and external partners.

Insight & Development: Implement and manage the collection of data through Basketball England platforms to maximise learning and understanding to inform future delivery.

Service Delivery: 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

Procurement: ensuring that necessary 3x3 equipment is procured and accessible to support activations.

Governance, Risk & Compliance: Abide by all of Basketball England's rules, regulations and policies (Including but not limited to, Equal Opportunities & Equity Policy; Safeguarding Policy; Code of Ethics & Conduct; Anti-Doping, Anti-Betting, Anti-Corruption and Confidentiality).

Other duties: Any other duties as required by the line manager that are commensurate with the grade.

ROLE REQUIREMENTS

EXPERIENCE, KNOWLEDGE & SKILLS	<p>Qualifications: Educated to degree level preferably in a sports field or compensating work experience in a relevant, related field.</p> <p>Experience: Demonstrable experience of:</p> <ul style="list-style-type: none">✓ Project Management: experienced project manager with a track record of delivering impact and projects to time and budget.✓ Programme Development: Experience of a product or programme development, preferably within sport and/or working with diverse communities.✓ Ability to recruit, motivate and develop sport volunteers.✓ Knowledge and understanding of volunteer development, motivation and management.✓ Planning, developing and delivering sports events or competitions.✓ 3x3 Knowledge and understanding: An understanding of the 3x3 format and culture.✓ Officiating & Coaching: Good knowledge of existing basketball officiating and coaching structures and qualifications in England.✓ Knowledge and understanding of the UK sport sector and key stakeholders.✓ Customer Support: Ability to adapt and deliver support services to a growing volunteer network that is effective and efficient for the customer.✓ Women & Girl's Programmes: Understanding of the women and girl's market for engaging in sport. <p>Personal Skills:</p> <ul style="list-style-type: none">✓ Confident & Motivated: Confident with a high degree of self-motivation and initiative.✓ Mental Agility & Initiative: 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.✓ Quality Work at Speed: A proven ability to produce high quality work and meet deadlines at speed and under pressure.✓ Teamwork: 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.
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	<ul style="list-style-type: none"> ✓ Communications: 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. ✓ Solution Development: Ability to anticipate issues, problem solve, manage ambiguity and make sound judgements on sensitive matters. ✓ Time Management: Ability to multi-task and prioritise work. <p>Technical Skills:</p> <ul style="list-style-type: none"> ✓ Attention to Detail: An eye for detail with an ability to maintain a high level of accuracy in preparing and entering information. ✓ Advanced ICT: Significant advanced expertise in the use of Microsoft packages (word, excel, PowerPoint) and other related ICT software. ✓ Numeracy & Literacy: Excellent numeracy, literacy, spelling and presentation in typewritten and other work.
OTHER	<ul style="list-style-type: none"> • A genuine interest in basketball / sport. • Passionate about people and helping to build great teams and culture. • A flexible attitude to working, willing to work evenings and weekends as a result of the nature of the role and event timings. • Job offers will be subject to completion of a satisfactory, current Basketball England DBS check and completed every three years.