

BASKETBALL ENGLAND JOB PROFILE



JOB TITLE	Legacy Project Officer
LOCATION	Birmingham with travel expected outside of West Midlands
WORKING PATTERN	Minimum 37.5 hours
REPORTS TO	Legacy Project Manager
RESPONSIBLE FOR	-
SALARY	£22,500
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 Officer 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 administrative 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 Delivery Support: Provide administrative support for the delivery of Basketball England's Birmingham 2022 Legacy projects, focused on tackling inequalities and inspiring new audiences to play.</p>

	<p>Project Administration: Support administrative responsibilities relating to the delivery of 3x3 projects and 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.</p> <p>Manage Data Quality: Capture and interpret data from a range of sources and communicate across different departments.</p> <p>Relationship Support: Support the customer journey for participants, delivery partners and other key stakeholders for the identified programmes, ensuring delivery partners and activators have the tools needed to provide a great playing experience for all.</p> <p>Programme Co-ordination: coordinating the planning, implementation, and monitoring of the identified legacy programmes.</p> <p>Digital Support: Utilising FIBA 3x3 tournament organiser and encouraging FIBA 3x3 player profiles as part of 3x3 digital platform and engagement.</p> <p>Monitoring & Evaluation: Providing admin support to monitor, report and track activations, participation and other KPI's.</p>
<p>OPERATIONAL ACCOUNTABILITIES</p>	<p>Community Engagement: Support community partners and clubs, with a focus on increasing participation and tackling inequalities.</p> <p>Supporting community partners, clubs and regions to upskill coaches, officials and other volunteers to support sustainable growth within basketball.</p> <p>Service Delivery: To co-ordinate the operational delivery of required services ensuring they are effective and fit for purpose to deliver our projects and programmes successfully, enabling partners to be part of this where relevant.</p> <p>Communications: Supporting the delivery of frequent key messages and ongoing communications with all internal and external communications across all partners.</p> <p>Marketing Support: To provide briefs and quality information to support the required campaign, marketing, communications and PR for the portfolio of legacy projects, programmes and</p>

	<p>related events.</p> <p>Build relationships: Collaborate with key partners and local communities to maximise project delivery.</p> <p>Insight & Development: Support the implementation and management of data collection through Basketball England platforms to maximise learning and understanding to inform future delivery</p> <p>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</p> <p>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).</p> <p>Other duties: Any other duties as required by the line manager that are commensurate with the grade.</p>
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ROLE REQUIREMENTS

<p>EXPERIENCE, KNOWLEDGE & SKILLS</p>	<p>Qualifications: Previous work experience in a relevant, related field.</p> <p>Experience: Demonstrable experience of:</p> <ul style="list-style-type: none"> ✓ Experience of providing a customer focused administrative service, managing customer/stakeholder enquiries. ✓ Project Support: experience supporting the development of participation initiatives. ✓ Ability to work effectively independently and collaboratively, on projects and as part of a team, handling several projects simultaneously, ensuring deadlines are met and accuracy is maintained. ✓ 3x3 Knowledge and understanding: An understanding of the 3x3 format and culture. ✓ Ability to effectively manage relations with a variety of stakeholders both internal and external to Basketball England. ✓ Good oral and written communication skills, with good attention to detail and experience of dealing with customers either by
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	<p>phone, e-mail or face to face.</p> <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. ✓ 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.