

## OUR VISION

**A hoop in the heart of every community**

## OUR PURPOSE

**Bring Basketball to all**

## ROLE

**National Programmes Coordinator**

<b>TITLE OF POSITION</b>	National Programmes Coordinator
<b>REPORTS TO</b>	Participation and Wellbeing Lead, BBNZ
<b>ROLE TYPE</b>	0.5 - Fixed term contract (12months)
<b>TEAM</b>	BBNZ Community
<b>LOCATION</b>	Wellington region
<b>DATE CREATED</b>	Dec 2024

### PURPOSE OF THE ROLE

The purpose of this role is to provide coordination support related to the management and delivery of Basketball New Zealand's National Programmes. In particular, to provide support across BBNZ's Performance and Prevention Programme, BNZ Kiwi Hoops, and 2degrees Girls Got Game.

The role is responsible for:

- providing effective and efficient administration and operational support
- contributing to the development and distribution of relevant resources, communications, and merchandise
- supporting the monitoring and evaluation of National Programmes

The role will work closely with BBNZ Community staff and member Associations to support the effective management and delivery of National Programmes in alignment with the wants and needs of the basketball community.

### WORKING RELATIONSHIPS

Internal contacts	BBNZ Community basketball staff, BBNZ Commercial team staff, wider BBNZ team
External contacts	Member Associations, Regional Sports Trusts, Secondary School Sport Organisation(s), ACC, community providers, service providers, education partners, other sports, other stakeholders
Direct Reports	No
Contractor management	No
Budget management	No

## KEY RESPONSIBILITIES

### Programme Administration and Management

- Provide effective and efficient administration and operational support for the management and delivery of BBNZ's national programmes
- Assist with the development and distribution of monitoring and evaluation tools (eg. surveys) to relevant stakeholders
- Manage the distribution of National Programme resources and merchandise
- Arrange travel and accommodation for relevant staff and event delivery
- Support with identifying and sharing examples of good practice and problem solve issues related to programme design and roll-out.

### Stakeholder Engagement, Reporting, and Communication

- Develop and maintain strong positive relationships with member Associations and key stakeholders to support the delivery of national programmes
- Support the coordination of national activations and campaigns to ensure required partnership deliverables are achieved
- Ensure all member associations/relevant stakeholders (where applicable) complete their monitoring, evaluation and reporting by the required deadlines
- Support BBNZ Staff to ensure that member associations, national partners and relevant stakeholders receive communications in a timely manner.
- Support with the provision of relevant information for the BBNZ website, social media, and publications regarding National programmes.

### Other

- Contribute to BBNZ and the Community Team priorities including planning and supporting the implementation of key projects.
- Work in a safe manner at all times ensuring knowledge of health and safety policies and procedures is current. Report accidents and/or incidents immediately.
- Follow BBNZ and relevant Association policies and procedures (existing and new).

## DESIRED EXPERIENCE AND CAPABILITIES

- Proactive and enthusiastic, open to new approaches & ideas
- A relevant qualification, or previous experience in sports administration or programme administration
- Strong interpersonal skills with the ability to build relationships with organisation leaders, staff and volunteers at all levels.
- An ability to work independently and as part of a team
- Proven ability to work under pressure, make decisions and meet deadlines
- A high level of organisational skill and attention to detail and the ability to multi-task
- Excellent written and oral communication skills.
- Computer skills in relation to the Microsoft Office suite of products (Word, Excel, Outlook)
- Database/project management system experience (preferred)
- A flexible, positive attitude to operate in a dynamic work environment.
- Technology literacy to support programme and resource development
- Flexibility to travel to regional and national events and work extended hours at times
- Driver's licence.

