

Basketball New Zealand Incorporated

JOB DESCRIPTION

Job title

Pathways Coordinator

Purpose

To support the Basketball New Zealand (BBNZ) High Performance (HP) team to achieve overall goal of creating and delivering optimal training camp and tournament experiences that increase opportunities for athletes/teams to succeed on the world stage at an age grade level of the BBNZ Pathway.

Specific duties and responsibilities

- Lead the coordination of all age grade campaign logistics.
- Collaborate with BBNZ HP Programme Manager, relevant Head Coach and Team Manager to support, arrange and finalise all logistical components of the team campaigns and tours (travel, accommodation, meals, insurance, visas, uniforms, equipment, etc).
- Ordering, printing, packing and distributing team uniforms.
- Preparing information packages and ensuring participants receive effective and timely communication regarding programming and operation
- Work with the team staff to pull together team programmes and finalise for inclusion in the harmonised calendar
- Maintain and update depth chart of athletes in Basketball New Zealand's (BBNZ) High Performance Programme, based on coaches feedback
- Organise logistics of talent identification coaches to attend Basketball New Zealand Tournaments and coordinate the identification and reporting process from these coaches.
- Ensure travel information is submitted to Safe travel in advance (as early as possible to get travel notifications leading to event) and when travelling party confirmed
- Working with Tru North/ECOS Warehouse maintaining current stocks, including iAthletic.
- Organise and deliver Regional/National camps. This includes any predeparture assembly.

Financial Support

- Assist with the follow up of outstanding debts when requested
- Assist with budget preparation

Communications & Marketing Support

- Support Comms & Marketing team with subject matter expertise in relevant HP areas
- Ensure that all upcoming camp and tour information is communicated to appropriate Associations and other stakeholders (for example Franchises).

Data Administration & Organisation

- Managing Teamworks data collection software and oversee onboarding of all campaign management, athletes and appropriate family members.
- Meet all FIBA MAP registration requirements for participation in FIBA and/or other international Sport Federations events within the specific timelines for National Junior Teams
- Submit insurance claims (travel or FIBA player protection) when necessary
- Maintain a central file for all passports and birth certificates received
- Managing citizenship requests/endorsements and certificate of non- participation requests from other countries.
- Keep Database up to date annually to ensure participants details are relevant and up to date
- Maintain and facilitate up to date statistics from each test played and ensure it is loaded to the website

Vision, Values, and Organisational Culture:

- Uphold the BBNZ values and demonstrate these within your work.
- Participate as an active citizen within BBNZ by playing an active role in culture, team events, and daily organisational life.

Skills, experience & education

- 3 years experience in administration or similar.
- High level of computer literacy.
- High level of organisation and communication capability.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.