

# Basketball New Zealand Incorporated

## JOB DESCRIPTION

### Job title

Events Coordinator- Parttime (.5)

### Purpose

- To provide administrative and operational support related to the delivery of Basketball New Zealand's (BBNZ's) events programme. This role will work with two fulltime Event Coordinators and one fulltime Tournaments Lead and will support them with the administration work related to events. The Events Team delivers tournaments and FIBA international events.
- This position reports to the Tournaments Lead for tournaments workflow and training. The GM Events looks after HR, direction of the Events Team and performance reviews.

### Specific duties and responsibilities

Key responsibilities of this role are:

- Primarily to provide effective and efficient administration and operational support to Events.
- Help plan and deliver quality Events, the BBNZ Annual Awards and FIBA International Events i.e., FIBA World Cup Qualifiers, as well as non-FIBA International events.
- Ensure all costs are within respective budgets.
- Understand and be able to apply all BBNZ policies, rules, and regulations.

Detailed tasks and responsibilities include:

Preparation:

- Work with Event Hosts (where applicable) to deliver logistics for Events.
- Assist with the production and distribution of all event entry criteria and information.
- Ensure that the event entry criteria is followed and completed correctly by stakeholders.
- Obtain quotes for completion of an annual budget and for funding application purposes.
- Become familiar and confident with using the approved online databases and competition management systems for all Events.
- Use the approved online system to receive and manage event entries, team rosters, team management, referee details and to produce and display draws and reporting.
- Assist stakeholders and Event Hosts with using the approved online systems.
- Ensure that all decisions made comply fully with BBNZ policies, rules, and regulations.
- Provide and update relevant information for the BBNZ website, social media, and publications.
- Keeping the Events section of the website updated

Delivery:

- Work with the team to deliver the events in the calendar.
- Prepare and distribute fair and equitable draws.
- Create and distribute event publications i.e., online programmes, draw information, technical meetings etc. in conjunction with the Event Host.
- Arrange travel and accommodation for Event staff and representatives when required.
- Liaising with suppliers for event resources.
- Source, manage and organise the delivery of event equipment and resources, including signage etc.
- Work with and support the Event Host in line with the hosting agreement.
- If required, attend agreed events, deliver BBNZ tasks, provide on the ground support as required and contribute to the smooth operation of the Event.
- Ensure that participants and organisers receive all communications in a timely manner.
- Maintain a safe and healthy work environment at events by producing and applying event health and safety documents
- Help resolve issues using agreed processes.

- Record and display results for the website and in BBNZ publications i.e., results annual.

#### Reporting:

- Ensure all Event Hosts (where applicable) complete their hosting obligations and report by the required deadlines.
- Assist with the development and completion of surveys and distribute to relevant stakeholders.
- Document all feedback and address any urgent issues as it comes to hand.
- Keep accurate records on the server to assist with the completion of post-event reports.

#### Transfers, Loans, Clearances, Foreign Player Licence:

- Assist with queries and requests.
- Follow up outstanding requirements.
- Use the online system to manage approvals.

#### 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**

- Previous experience in sports administration preferably with competitions or events.
- 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.
- Outstanding customer focus and a commitment to the delivery of a quality service experience.
- Excellent written and oral communication skills.
- Strong interpersonal skills with the ability to build relationships with staff, stakeholders, and volunteers at all levels.
- A flexible, positive attitude to operate in a dynamic work environment.
- Computer skills in relation to the Microsoft Office suite of products (Word, Excel, Outlook).
- Database/competition system experience (preferred).
- If required, flexibility to travel to some events which would require working some extended hours, including some weekends and public holidays.
- Tertiary qualification in relevant field (preferred).
- Driver's licence.

### **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.