



General Manager

Newcastle Basketball

SPORTSPEOPLE
RECRUITMENT



- **Opportunity to lead and grow with an expanding sport association**
- **Stakeholder, membership and community engagement focus**
- **Based at Newcastle Basketball Stadium**

About Newcastle Basketball

Newcastle Basketball is one of the largest Sporting Associations in New South Wales and one of the fastest growing sports in the Hunter Region, representing over 4,800 registered members. As an affiliated member of Basketball NSW and Basketball Australia, Newcastle Basketball provides an inclusive, safe and friendly environment for participation in a variety of community activities with a primary focus on basketball.

Every night of the week, Newcastle Basketball conducts basketball competitions that are fun, inclusive and tailored to meet the needs of the community from Learn to Play and junior development through to representative teams and masters programs.

The Newcastle Falcons men's and women's teams have also been included in the new NBL1 East competition for 2022.

The organisation is currently based at Newcastle Basketball Stadium, one of the most culturally diverse facilities in the Hunter, hosting regular sporting and community events. Newcastle Basketball is very excited to be working with the Lake Macquarie City Council and the NSW State Government with plans for a new \$25 million state-of-the-art indoor stadium facility at Hillsborough that includes 10 courts and seating for 4000 spectators on the show court. It will be the largest indoor basketball complex in NSW and will be home to basketball, volleyball, wheelchair sports plus a host of other community sporting and cultural activities.

The Association is structured with a Board of Directors primarily responsible for strategy and governance supported by the General Manager, coaching and administrative staff, and a number of committees covering the various functions of the Association.



General Manager

Reporting to the Board through the President, the General Manager is responsible for implementing the association's vision and strategy; shaping its culture through the application of strategic leadership, change management, and relationship building. This includes managing all aspects of the association's day-to-day operations; gaining the cooperation of key stakeholders to ensure the effective generation of income streams via membership, sponsorship and other related services; negotiating and implementing strategies, plans and services; and managing an operating budget currently around \$1.8 million.

The General Manager will lead, support and mentor a highly committed team of paid staff and volunteers, with the opportunity to build on and implement the strategic and operational plans for the Association. This hands-on role will be working at the grass-roots, representative and semi-professional level of community sport, and will work closely with a variety of stakeholder groups to deliver the association's goals and objectives, including delivery of the exciting new stadium project.

To be considered for this position, you will be an experienced sport administrator, with a strong understanding of sport's contribution to the local community. You will be well versed in managing member and stakeholder relationships, with the ability to secure, maintain and service commercial partners, with an emphasis on local businesses.

A track record of successfully managing a like-sized business would be ideal, possibly within sport or a related service industry, using your strategic, financial and commercial acumen to best service the association and its members. We are also open to candidates seeking their next career step into a General Manager position.

You must be a self-starter with the ability to work independently at all times. Importantly given the diversity and the scale of the responsibilities, you must be able to quickly adapt your daily routine to manage high level tasks and at times be very hands-on in what is a community, local based work environment.

This role presents a unique opportunity to develop your skills and grow with an expanding association. A background in basketball is not essential, however you must be committed to providing strong foundations for the growth of the sport throughout the Newcastle Region.



Duties & Responsibilities

- Assist other staff members at all times to provide the best service possible to our members at all times.
- Liaise with local, state and federal government departments and ministers on all matters pertaining to basketball.
- Advocate for funding and improved conditions for basketball across all levels of the public and private sector.
- Develop and implement marketing and promotional strategies to keep the association in a strong financial position.
- Develop and implement marketing and promotional strategies to increase participation rates across all programs.
- Develop more efficient strategies for the operational side of the business.
- Conduct regular staff meeting so the lines of communication to members are consistent in their content.
- Develop, review, update and implement policies in conjunction with the Board of Directors.
- Authorise and process weekly payroll and accounts payable.
- Must hold a Responsible Service of Alcohol certificate as the role includes being the Approved Manager of the association's liquor licence.
- Coordinate staff training and provide compliance training for First Aid certificates.
- The General Manager is the adjudicator of any appeal against the sentence or severity of sentence imposed by the Administrative Tribunal.
- Stay abreast of relevant grant funding opportunities across all three levels of government and through basketball governing bodies and submit applications where funding is applicable.

Board

- Take direction from the Board on strategy related to basketball matters.
- Secretariat for monthly Board meetings and provide agenda and minutes of each meeting.
- Provide monthly financial statements with a finance report to the Board each month.
- Prepare the annual budget forecasts in conjunction with the accountant and the Financial Director and deliver to the Board for final review and approval.
- Implement and deliver a Repairs & Maintenance schedule for the Board (this will only happen when the new facility comes online).
- Assume the role of Company Secretary and provide all administration for the Annual General Meeting each year.

Domestic Programs

- Oversee the operational side of all competitions and programs offered by Newcastle Basketball.
- Give direction to the Newcastle Basketball team which may include middle management sectors of development, officials, basketball, accounts and media/marketing.
- Liaise with Basketball Australia on development and competition structure and attend meetings when required.

Representative Programs

- Liaise with Basketball NSW and the Coaching Director about the structure of junior and senior representative competitions.
- Coordinate senior representative home game nights.
- Process foreign player applications and work visas for overseas players through immigration and Basketball Australia.

Key Relationships

Reports to: Newcastle Basketball Board of Directors, via the President

Manages (direct reports):

- Basketball Manager
- Development / Media Manager
- Office Manager
- Venue Supervisor
- Accounts Officer
- Referees Manager
- Coaching Director

External Relationships:

- Basketball NSW
- Basketball Australia
- National Basketball League (NBL)
- Sponsors
- Key Local and State Government Agencies
- Local Media
- Local businesses and community groups

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Demonstrated leadership experience in sports administration
- A strong understanding of an association's role in the amateur sport environment, its cycles and the activities required to establish it as a first choice Sporting Association
- Strong people skills with the ability to manage and balance interests of staff, contractors, coaches, players, parents and stakeholders. A keen perception and the ability to relate to people at all levels while positively influencing working relationships with the stakeholder family
- Demonstrated commercial and financial proficiency, possessing the confidence, skills, and experience to identify, negotiate and execute new opportunities to generate revenue
- Experience in obtaining and managing sponsorships and grants
- Ability to both identify and harness the relevant skills and specialist knowledge of staff, officials, volunteers and other stakeholders
- Superior presentation. interpersonal, negotiation and communication skills (verbal and written) and the ability to act as the public figurehead of the Newcastle Basketball
- Experience managing and mentoring a small team of experienced operations staff; and a willingness to work hands-on as part of the team when needed

- Familiarity with contemporary business practices, with the capacity to think, plan and prioritise at the strategic level, and to grow an organisation through steady and continuous improvement against agreed performance objectives
- Asset and facilities management experience (experience in the development of new facilities would be an advantage)
- Experience in business related activities including analysis of financial statements, marketing, sponsorship and Board related activities (including secretarial functions)
- Solid financial acumen, including the capacity to develop annual budgets and to interpret and report on financial accounts
- The ability to effectively manage complex and competing priorities, within an often dynamic and changing work environment
- Ability to be proactive and appropriately assertive in situations of personal or organisational debate and conflict
- Ability to work with the media and develop the profile of Newcastle Basketball
- Basketball knowledge and experience with would be looked upon favourably
- Satisfactory Working with Children Check

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.



Hours of Work

This is a Full Time position. Due to the nature of the role and the sport industry, some evening and weekend work will be required from time to time to attend meetings, games and events.

Location and Travel

The position will be based at the Newcastle Basketball Stadium in Broadmeadow, NSW.

Some travel within the Newcastle Region will be required to time to attend scheduled meetings and community events.

Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Timelines

Final interviews and the appointment of the General Manager, Newcastle Basketball are scheduled for October, 2022.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Website: newcastlebasketball.com.au

Facebook: facebook.com/newcastlebasketball

Instagram: instagram.com/newybasketball

Twitter: twitter.com/NewyBasketball



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close:

5pm Thursday 29 September, 2022

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment**

Application Form at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via jobs@peoplerecruitmentgroup.com.

About Sportspeople Recruitment

The General Manager, Newcastle Basketball search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 26 years in 2022 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Newcastle Basketball as the exclusive search partner for the General Manager position.

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McDonald's
proudly sponsoring
the community.



Bakers Delight proudly
support basketball in the
Newcastle & Hunter region

