



# Operations Manager

## Coburg Basketball Association

**SPORTSPEOPLE**  
RECRUITMENT



- **Newly created leadership position**
- **One of Australia's oldest basketball associations undergoing rapid growth**
- **Hands-on operations and strategic focus**
- **Based at Coburg Basketball Stadium**

## About Coburg Basketball Association

Established in 1949, Coburg Basketball Association (CBA) is one of the oldest and most well known basketball associations in Australia, located at Coburg Basketball Stadium in the heart of Melbourne's Northern Suburbs.

Coburg Giants Basketball Association is proudly represented by 4x Big V teams (Division 1 Men & Division 2 Women, Youth League 1 Men, and Youth League 1 Women) and 40 VJBL Teams. The CBA also provides basketball competition to over 500 domestic teams on a weekly basis, ranging from Under 8s through to Open Age divisions.

Priding itself on its community atmosphere, encouragement of diversity and strong competitive spirit, CBA continues to grow and continue the tradition of success laid out by the founders and successors of the club. It will always be a 'Giant' in the Melbourne basketball community.

With significant growth in recent years, the CBA Board is looking for an experienced sport administrator to hit the ground running in this brand new role. If you're looking for an opportunity take charge of day-to-day operations and drive continued growth, this could be the role for you!



# Operations Manager

Reporting to the CBA Board through the President, the Operations Manager will manage the business performance and basketball operations aspects of the association in line with both CBA's strategic priorities / goals and day-to-day operational needs.

The Operations Manager will provide leadership and ultimately be responsible for the implementation of sound strategies that ensure continuous improvement, growth and sustainability of CBA consistent with the direction of the Board. In addition to day-to-day operational management, the role has particular emphasis on the management of business operations, policy and procedures, oversight of all CBA sanctioned competitions and events (including domestic, representative, senior, Big V competitions (youth and adults) and any additional tournaments held, development and community connection programs and facilities.

The Operations Manager will be ready to “hit the ground running”, taking charge of all aspects of CBA's activities, including, but not limited to:

- Operational and financial leadership across the association
- Developing managing positive relationships with a diverse range of stakeholders
- Leading and inspiring a team including Competition Administrators, Community Development Officer, Referee Supervisor, volunteers and game day staff
- Driving a clearly defined growth strategy, ensuring that CBA lifts its profile as one of the premier high performance and family-oriented basketball associations in the region that players and coaches what to be involved in

The Operations Manager should possess excellent communication skills and leadership qualities to successfully manage, support and mentor a small team of paid staff and volunteers. The role will work closely with the Board and provide guidance through regular, transparent communication regarding all relevant matters including governance and strategy.

To be considered for this position, you will be an experienced operations leader who is well versed in managing member and stakeholder relationships, with the ability to secure, maintain and service commercial partners, with an emphasis on local businesses. You must be a self-starter with the ability to work independently. Importantly given the diversity and the scale of the responsibilities, you must be able to seamlessly navigate your routine between “big picture” strategy and hands-on operations to support association activities.

A successful track record of successful business operations, sport administration and/or competition management would be ideal, with demonstrated strategic, financial and commercial acumen to best service the association and its members. A background in basketball is not essential, however experience within community sport or a related service industry would be looked upon favourably.



## Key Relationships

### Reports to:

- Coburg Basketball Association (CBA) Board of Directors - via the President

### Direct Reports:

- Bookkeeper
- Competition Administrator
- Representative Competition Administrator
- Community Development Officer
- Coaching Coordinators x2
- Referee Supervisor

### Major interactions:

- Member Clubs
- Basketball Victoria
- Sports Stadiums Victoria (who manage Coburg Basketball Stadium)
- Merri-bek City Council
- Federal & State Government
- Local schools
- Sponsors and commercial partners

## Key Performance Indicators

Success for the Operations Manager will be measured by:

1. Conducting successful and financially viable Domestic and Elite Programs
2. Managing CBA operational staff, ensuring robustly attainable KPI's are developed, measured, and effectively carried out.
3. Execution of the Strategic Plan of the CBA, in conjunction with the Board and staff with an immediate emphasis on preparing for the facilities management lease tender due in mid-late 2025.
4. Maintaining positive relationships with CBA member Clubs, Sponsors, Federal & State & Local Government stakeholders and stakeholders within the community
5. Identifying, developing and arranging commercially successful sponsorship opportunities to enhance CBA's financial position in conjunction with members of the Board and sponsorship sub-committee



# Primary Responsibilities

## Competition and Program Management

- Oversee the operational implementation of all CBA programs and competitions
- Manage the organisation and administration of CBA competitions, including participating clubs, coaches, players, in conjunction with Coaching Coordinators and programs ranging from Aussie Hoops and Specialist Hoops through Junior and Senior domestic and Representative (VJBL) and Big V representative Teams
- Manage all administrative functions and coordinate meetings with staff and stakeholders
- Staff performance management and development
- Review staffing and provide an administration framework for the running of the CBA and its activities
- Work closely with internal stakeholders to set-up and execute Coach Development Programs, Player Development Pathways and coordinate Competition sustainability, growth, and engagement
- Ensure all child safety systems are implemented and adhered to
- Ensure that the CBA continues to develop its reputation as a leading Basketball Association in Victoria

## Strategic & Business Planning

Partner with the Board to execute the Strategic Plan, including conducting regular auditing and indepth reporting, and delivering operational and strategic advice to the CBA Board and Association Members.

The CBA strategic plan will guide and drive the focus of the work, collaborating with a diverse range of stakeholders to ensure that CBA is generally recognised as a leader in governance, participation, and community engagement.

The elements of the Strategic Plan include:

- Business
- Communication
- Participation
- Pathways
- Competition
- Marketing and Brand
- Participation in the community
- Infrastructure

## Facility Management

- Manage venue contracts or hire agreements used by the CBA
- Work with the Board to manage with relationship with Sports Stadiums Victoria & Merri-bek City Council in relation to the management of Coburg Basketball Stadium

## Sponsorship & Promotion

- Have input to and Implement marketing and media strategies and activities, including event planning, to ensure the growth of CBA's brand in line with Board decisions and the Strategic Plan
- Increase brand awareness within the community and outside the region to attract sponsorship and grants to fund the programs run by the CBA

## Governance and Financial Management

- Develop, implement, and maintain a profitable and sustainable business model, ensuring the continued success of CBA, including the responsibility for all revenue generating activities and the management of expenditure to meet the authorised annual budget, working closely with the Treasurer and Bookkeeper
- Ensure that appropriate policies and procedures are in place to meet all legislative requirements and guaranteeing that all staff meet child protection compliance requirements.
- Partner with the Board to ensure timely attention is given to core governance issues of CBA
- Develop and manage strategies and systems to ensure administrative compliance, including effective internal controls and quality management systems
- Oversee the writing and submission of grant applications and acquittals offered by local councils, governments, and other entities

## Stakeholder Management

- Creating, developing and maintaining positive relationships with a diverse range of stakeholders
- Act as a key spokesperson for CBA, presenting a strong, positive image to relevant stakeholders and to the public
- Liaise on behalf of CBA with local Councillors and Council representatives in relation to programs, initiatives, community engagement, facilities management and identification of grant opportunities
- Develop and enhance partnerships with key stakeholders, organisations, and sponsors to ensure the growth and success of the CBA



## 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:

### Essential

- Demonstrated knowledge in business operations and financial management
- Experience leading a team including effective delegation, communication, inspiration and development
- Demonstrated ability to create, develop and maintain strong and positive relationships with a diverse range of stakeholders
- Excellent interpersonal and communication skills, both oral and written
- Strong organisational skills, with success in multi-tasking, prioritising and high levels of attention to detail
- Working knowledge of HR, OH&S and child safe systems and legislation
- Demonstrated ability to work independently and as part of a small team
- The ability to drive outcomes through the efficient use of available resources
- Flexibility and willingness to work some outside of normal hours as required on an ad-hoc basis for stakeholder engagement, to attend meetings and events, or to manage stadium or other issues

### Highly Desirable

- Sport administration and/or competition management experience
- Tertiary degree in Sports Management and/or Business equivalent or relevant industry experience
- Proven experience in a senior community sport role, with a preference for basketball
- A good understanding of digital media and communications platforms
- Understanding of governance principles for a not-for-profit organisation
- An understanding of Government and Community Grants

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 38 hours per week. Hours are typically 9.00am to 5.30pm Monday to Friday and during VJBL season (March to September) 9.00am to 5.30pm Monday to Thursday and 12:00 to 8:30pm Fridays. A presence at the stadium on some Saturday mornings from 8:00am will be required.

Given the unique nature of the sport industry, working outside of office hours including evenings and weekends will be required on an ad-hoc basis for stakeholder engagement, to attend meetings and events, or to manage stadium or other issues.

## Contract Term

This position will be offered on an initial 3 year contract.

## Location

Coburg Basketball Association operates out of Coburg Basketball stadium, Outlook Drive, Coburg. Whilst there will be some opportunity for hybrid working, the nature of the role will require a strong and consistent presence at the Coburg Basketball Stadium.

## Remuneration Guide

An attractive 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 to ensure they are in line with the remuneration banding developed for the role.

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

## Timelines

Final interviews and the appointment of the Operations Manager, Coburg Basketball Association are scheduled for May 2024.

The successful candidate would be expected to commence duties as soon as possible, negotiable depending on notice periods and general availability.

## Website & Social Media

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

CBA website: [coburgbasketball.org.au](https://coburgbasketball.org.au)

Facebook: [facebook.com/coburggiantsbigv](https://facebook.com/coburggiantsbigv)

Instagram: [instagram.com/coburggiants](https://instagram.com/coburggiants)



## 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 Sunday 21 April, 2024.

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](https://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 [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Operations Manager, Coburg Basketball Association 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 28 years in 2024 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 Coburg Basketball Association as the exclusive search partner for the Operations Manager position.

## Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. [Believe in yourself](#) and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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