

# BASKETBALL ENGLAND JOB PROFILE



<b>JOB TITLE</b>	<b>3x3 REGIONAL DIRECTOR</b>
<b>LOCATION</b>	Within the Basketball England region to which you are appointed.
<b>WORKING PATTERN</b>	Such hours as are necessary to fulfil the requirements of your position to the satisfaction of Basketball England and may include work in evenings, on weekends, school holidays and public holidays as required.
<b>REPORTS TO</b>	Regional Talent Manager.
<b>CONTRACT</b>	June 2024 to July 2024
<b>REMUNERATION</b>	£103 per day for 2 contact days. Travel expenses will not be reimbursed.

<b>PURPOSE OF ROLE</b>	Coordinate all matters of organisation for the 3x3 Regional Combines so that the coaches can focus on identifying and selecting players to be part of the national talent pool for 3x3 Basketball in England.
<b>KEY ACCOUNTABILITIES</b>	<p>Your duties and responsibilities will include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• Alongside Basketball England’s finance team, support procedures for the collection of player contributions in relation to the Regional Combines.</li> <li>• To maintain regular communication with Basketball England and Regional Talent Managers</li> <li>• To observe Basketball England’s Code of Conduct at all times and to ensure that they, and their fellow staff, do not take advantage of their position in order to recruit players to any basketball club with which they are associated. Any breach may result in their appointment being terminated immediately.</li> <li>• To be responsible for the communication between Basketball England, Regional Management Committee, venues, and the players, staff &amp; parents.</li> <li>• To take responsibility for the welfare and safety of each player and member of staff during the Regional Combines.</li> <li>• To complete risk assessments and welfare plans for the Regional Combines for Basketball England approval.</li> <li>• To abide by Basketball England’s rules and policies (Code of Ethics &amp; Conduct, Safeguarding Policy, Data Protection Policy, Equal Opportunities &amp; Equity Policy; Health &amp; Safety Policy, and Anti-Doping Rules).</li> <li>• To ensure a safe training and playing environment is created and always maintained.</li> </ul>
<b>OPERATIONAL ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• To liaise with Basketball England and the Regional Talent Manager regarding venue bookings</li> <li>• To be the first point of contact for parents, players &amp; staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• To communicate with players and their parents, advising them of dates, times and further detail for the Regional Combines</li> <li>• To liaise with, and report to, Basketball England regarding the financial and administrative affairs of the Regional Combines.</li> <li>• To organise the provision and wearing of (non-club) staff and player uniforms, as specified and supplied by Basketball England.</li> <li>• Be an ambassador for 3x3 and the Regional Combines, promoting its interests and refraining from public criticism (on social media etc.).</li> <li>• To attend meetings as required.</li> <li>• Conduct yourself at all times in a manner that can only bring credit to yourself, your region and Basketball England.</li> <li>• To be open to and engaging in regular and annual assessments.</li> </ul>
<p><b>RELATIONSHIP MANAGEMENT</b></p>	<p>To liaise with the Lead Coach in relation to managing external relationships with:</p> <p><b>Clubs:</b> To contact clubs &amp; club coaches on a regular basis to provide frequent communication and updates with regards to the Regional Combines.</p> <p><b>Players and Parents:</b> To be a point of contact for players and parents, providing effective communication of information with regards to the Regional Combines</p>

# ROLE REQUIREMENTS

<b>EXPERIENCE, KNOWLEDGE &amp; SKILL</b>	<ul style="list-style-type: none"><li>• Possesses practical IT Skills, specifically Microsoft Word, Excel &amp; PowerPoint</li><li>• Possesses good organisational skills and a confident and outgoing personality</li><li>• Is a competent report writer and record keeper</li><li>• Able to act professionally, demonstrating integrity and taking accountability</li><li>• To be comfortable with handling confidential information and sensitive situations</li><li>• Conveys an image that is consistent with Basketball England values, demonstrating qualities, traits, and demeanour that command leadership respect</li><li>• Shows integrity and is fair, equitable and ethical in approach.</li><li>• Protects confidential information, adheres to policies, and demonstrates loyalty to basketball and the Talent department</li><li>• Able to self-organise, manage time, prioritise work and meet deadlines</li><li>• Strives to improve performance at all levels</li><li>• Facilitates ways for teams to work effectively together</li><li>• Strives to achieve targets and objectives</li><li>• Utilises their time effectively.</li></ul>
<b>OTHER</b>	<ul style="list-style-type: none"><li>• A genuine interest in sport.</li><li>• A flexible attitude to working, willing to work evenings, weekends, school holidays and public holidays.</li><li>• To be open and honest in communication.</li><li>• Current, clear, enhanced DBS check supplied to Basketball England.</li><li>• Current Safeguarding Certificate supplied to Basketball England.</li><li>• Complete mandatory training modules provided by Basketball England</li></ul>