



# Warragul Basketball Association

## Role Description

### General Manager



<b>1. Reporting To:</b>	<b>President and the Board</b>
<b>2. Term of Appointment:</b>	<b>According to the Contract</b>
<b>3. Role Overview:</b>	<p>The General Manager (GM) is responsible for all aspects of the Warragul Basketball Association. The GM will work with the Board to ensure the Association is operationally and financially viable. This will be achieved by working with key stakeholders to develop and implement a business growth strategy, implementing programs and initiatives while overseeing the day-to-day operations of the Association.</p> <p>The GM must successfully balance the Association's growth with sound financial management. They are responsible for fostering strong, dynamic relationships with participants, volunteers, media outlets, commercial partners, Basketball Victoria and Basketball Australia.</p> <ul style="list-style-type: none"><li>• <b>Strategic Vision Implementation, Planning and Governance</b>— Effectively implements the Association's strategic plan in collaboration with the Board.<ul style="list-style-type: none"><li>• Assist in the formulation, review and revision of the Association's Strategic Plan.</li><li>• Prepare regular reports for the Board, including a formal Annual Report for the AGM.</li><li>• Identify and present strategic opportunities and risks.</li><li>• Support Board operations in consultation with the Secretary as required.</li></ul></li><li>• <b>Organisational Growth and Development</b> – Driving year-on-year growth in participation, guided by annual Board targets. Ensuring growth is focused on high-quality programs at all levels in the Association.</li><li>• <b>Association Economic Success</b> - Ensuring the economic viability and success of the Association.</li><li>• <b>Leadership Drive</b> - Leading the Association in the drive for increased stakeholder and customer value. Lead staff and volunteers to deliver value to stakeholders.</li></ul>
<b>4. Position Holder is Accountable For:</b>	<ul style="list-style-type: none"><li>• <b>Organisational leadership</b> - Providing leadership for basketball development and commercial management through the implementation of the Association's strategic plan. Benchmark with, and learn from, other organisations. Focus on members, customers, programs, and financial excellence. Lead basketball development and commercial activities in line with the Strategic Plan.</li><li>• <b>Growth Strategy Implementation</b> – Providing guidance for the Board on direction and implementation of the organisation's continued rapid participation growth strategy. Benchmark performance against industry standards.</li><li>• <b>Association Program Delivery</b> - Managing and ensuring the smooth operation of all Warragul Basketball-related activities, including all domestic competitions and representative programs, both junior and senior and all other programs as required.</li><li>• <b>Commercial management</b> - Leading the Association's commercial (business), including trading, grants, and sponsorship, agenda to significantly increase financial viability.</li></ul>

- **Personnel Management** - Providing leadership to the personnel in the whole organisation, including supporting the Board, sub-committees, and recruiting, training, and managing the staff and volunteers. Line management of all employees of the Association.
  - Lead recruitment, induction and professional development of all staff and volunteers.
  - Conduct annual performance appraisals.
  - Manage disciplinary issues in line with Fair Work legislation.
  - Promote a safe, inclusive and values-based work environment.
- **Effective Operational Administration** – Ensuring a high-quality and efficient administrative operation, ensuring consistency through best practice standardised systems and processes.
  - Oversee day-to-day operations, including administration, IT systems, databases and facility use.
  - Ensure policies and procedures are current, legally compliant and consistently applied.
  - Manage leases, infrastructure and office resources.
  - Oversee compliance with OH&S and Child Safety requirements.
- **Partnerships and Stakeholder Management** – Developing and maintaining key industry, governmental, and Association relationships, including State and Local government, Basketball Victoria, and other relevant entities. Represent the Association at appropriate forums and events.
- **Financial management** - Managing the organisation's day-to-day finances (via a bookkeeper). Providing management reports to facilitate appropriate Board and sub-committee decision-making.
  - Oversee budgeting, forecasting and financial compliance in consultation with the Treasurer.
  - Provide monthly financial and performance reports to the Board.
  - Manage funding submissions and ensure compliance with grants and sponsorship agreements.
  - Liaise with the bookkeeper to ensure accrual financial record keeping.
- **Member Engagement** – Coordinating the effective communications across the organisation to ensure all players, parents, coaches, and staff are actively engaged and informed. Oversee communication across all platforms and provide timely and consistent communication with staff, members and stakeholders.
- **Communication** - Manage the organisation's communication strategy with all stakeholders, including websites, social media content, email, and newsletters, to ensure stakeholders are appropriately informed.
- **Child Safeguarding** - Maintain compliance with Basketball Victoria's child safeguarding policy.
- **Compliance and Risk** - Maintain a comprehensive risk register and ensure compliance with Basketball Victoria's Child Safeguarding Policy. Oversee the implementation of all legal and policy obligations.

## 5. Qualifications

- **Proven Growth Leadership** - Proven leadership of organisations or businesses that have focused on growth and development.
- **Bachelor's Degree** - Preferably in management, business, or a related subject.
- **Management Experience** - Significant management experience (paid and/or volunteer) in a business or not-for-profit organisation.
- **Program Management Systems** - Experience in the use of PlayHQ or a similar program management tool.
- **Facility Management (Desirable)** - Experience in facility management is a plus.

## 6. Required Skills and Competencies:

- **Communications** - Excellence in written and presentation communication.
- **Program Management** - Deep experience in the running of events and programs.
- **Financial Management** – Proven experience in the provision and interpretation of financial reports.
- **Relationship Management** - Proven ability in the management of relationships with volunteers, staff, stakeholders, and allied organisations.

- **Child Safeguarding** – Experience in understanding and applying a child safety policy.
- **Administrative Efficiency** - Thorough and detail-oriented operational efficiency.

#### 7. Compensation

- **Per Contract** - Attractive salary package (negotiable).

#### 8. Expected Time Required

- **38 hours per week/full-time.**
- Flexibility of hours is required in accordance with Warragul Basketball's activities and the fulfilment of this position; weekend and evening work will be required. In addition to ordinary working hours, the appointee may be required to work reasonable additional hours. You acknowledge that working reasonable additional hours is part of your role and that this has been taken into account in setting your remuneration.
- **Location** – the daily base of operations will be from the Association office at the Warragul Leisure Centre.