

Position Description

General Manager



Position title	General Manager
Employment basis	Permanent, full time (1.0FTE)
Workdays	Monday – Friday including some evenings and weekends
Reports to	Committee of Management
Works with	Committee of Management Sub-Committees
Direct reports	Competition Managers, Director of Coaching, Head of Junior Development, GWP Program Manager and venue supervisors, canteen staff, volunteers
Location	Collingwood College & Bundha Sports Complex, North Fitzroy

About Us:

Collingwood Basketball Association (CBA) exists to provide a community in which our players and members can develop their passion for basketball in a supportive environment and aims to be the basketball association of choice in Melbourne's inner north.

CBA operates out of Collingwood College and the newly established, state of the art Bundha Sports Complex in North Fitzroy. We are an inner-city club with a diverse and vibrant community with excellent facilities to grow our membership. CBA is committed to strengthening our association and supporting our members to achieve their basketball aspirations whilst providing inclusive programs that support our community to play basketball at all levels. CBA is dedicated to promoting gender equality and fostering an inclusive environment within our community.

Position Objective

The General Manager is responsible for leading the operational, financial, and communication functions of the Association to ensure sustainable growth, strong community engagement, and delivery of high-quality basketball programs. This role drives strategic initiatives, oversees day-to-day operations, and fosters a culture of transparency, accountability, and inclusion.

Key Responsibilities

1. Strategic Leadership

- With the support of sub-committees deliver on the Association's Five-Year Strategic Plan, reporting progress to the Committee of Management.
- Drive initiatives that promote inclusion, gender equality, and cultural diversity.
- Support elite pathways and player development programs.

2. Business Planning & Delivery

- Develop annual business plans aligned with strategic priorities with measurable outcomes.
- Monitor performance against strategic objectives and adjust operations as needed.
- Ensure alignment between programs, resources, and governance standards to improve efficiency and member experience.
- Monthly reporting to the Committee of Management of operational highlights, issues and risks.
- Implement and monitor operational goals and risk management protocols.
- Oversee scheduling, facility management, and program delivery.
- Maintain compliance with Basketball Victoria and regulatory requirements.

3. People & Culture

- Lead and manage staff and volunteers, promoting a positive and inclusive culture.
- Implement and review performance measures and professional development processes with staff and volunteers.

4. Financial Management

- With the Finance and Risk Sub-Committee, develop and manage annual budgets aligned with strategic priorities.
- Ensure financial sustainability through close management of cost control and risk management.
- Oversee financial operations, including compliance and reporting, in an efficient and timely manner including payroll, invoicing of payables and receivables and monthly reconciliation of accounts against budget
- With the support of relevant sub-committees, secure diverse funding streams through sponsorships, grants, and fundraising.

5. Communication & Stakeholder Engagement

- Oversee strategy development and implementation of communications.

- Coordinate and oversee management digital platforms (website, social media, newsletters).
- Build partnerships with schools, local businesses, and community services.

Key Selection Criteria

- Proven experience in financial and operational management in a community sport, not-for-profit or similar environment.
- Strong leadership and communication skills.
- Ability to build relationships with stakeholders and partners.
- Knowledge of community sports governance and compliance requirements.
- Passion for inclusion and community engagement.

Performance Measures

- Membership growth (with a focus on female participation).
- Achievement of budget targets and financial sustainability.
- Delivery of inclusive programs and community partnerships.
- Compliance with governance and safety standards.
- Successful implementation of strategic initiatives.

Child Safety and Cultural Safety Commitment

Collingwood Basketball Association (CBA) is committed to providing a safe, inclusive, and supportive environment for all children and young people. We uphold the principles of the Victorian Child Safe Standards and ensure that the welfare of children is our highest priority.

We actively promote:

- **Child Safety:** All staff, volunteers, and members share responsibility for protecting children from harm and abuse. We maintain clear policies, screening processes, and mandatory training to ensure compliance.
- **Cultural Safety and Inclusion:** We respect and celebrate the cultural diversity of our community. CBA is committed to creating programs and spaces that are welcoming and culturally responsive for Aboriginal and Torres Strait Islander peoples and people from all cultural backgrounds.
- **Gender Equality and Accessibility:** We strive to provide equal opportunities for participation and leadership, ensuring our programs are inclusive for all genders and abilities.

Every person involved with CBA is expected to uphold these values and contribute to a safe, respectful, and inclusive basketball community.