



Diversity and Inclusion Officer (Wheelchair Basketball) Position Description

Department	Member and Community Services
Location	State Basketball Centre, Wantirna South
Reports to	Manager Diversity and Inclusion
Classification	Full Time

Organisational Context

Basketball Victoria

Basketball Victoria (BV) is the governing body for the sport of Basketball in Victoria. The broad objectives of BV are to provide for the advancement, encouragement, conduct, promotion and administration of Basketball in Victoria.

In addition to supporting our affiliated Basketball associations, BV coordinates a number of participation and player, coach and official's development programs to encourage the development of socially desirable attitudes and values towards physical fitness and skill acquisition. This includes selection and development of players, teams or sides to represent BV in interstate and state matches; providing individuals with the opportunity to maximise their potential by competing in the highest level of Basketball possible, given their own ability.

BV works to provide greater access for individuals to participate in Basketball in the State of Victoria, by working with local, state and federal stakeholders to drive infrastructure growth. BV is a recognised leader in inclusive practice as evidenced by VicHealth granting exemplar status to advocate for increased access and equity for people with disabilities in all sports settings.



Our Values

We are LEADERS

Demonstrate professional leadership through innovative practice, having a dedicated commitment to be leaders.

We are PEOPLE FOCUSED

Provide excellent service, support and understanding to the basketball community with the utmost respect, trust, fairness and inclusivity.

We act with INTEGRITY

Foster respectful, collaborative and productive relationships and hold pride in work practice with moral and ethical behaviour.

We are ACCOUNTABLE

We acknowledge and embrace our obligation to uphold responsibility.

Purpose

To increase participation opportunities for people with physical disabilities and mobility restrictions at all levels of wheelchair basketball through the enhancement and establishment of programs, events, competitions and leagues across the State, whilst also committing to provide leadership, support and assistance regarding inclusion and diversity to the greater basketball community.

Key Responsibilities

Deliver on objectives and actions of the Basketball Victoria Wheelchair Strategy 2024-2026.

- Establishment, growth and promotion of Victorian Wheelchair Basketball programs, competitions, leagues and events across the State
- Develop relationships between our affiliates, local municipalities, community members and organisations to develop financially sustainable programs, competitions and leagues
- Work closely with Basketball Victoria departments across Leagues and Competitions, Technical Officials and High Performance to effectively deliver the overall strategy



- Assist the Manager, Diversity and Inclusion to annually review the Wheelchair Strategy and develop annual actions, workplan, reports and presentations as required.
- Assist the Manager, Diversity and Inclusion to report against the Key Priorities of the Wheelchair Strategy
- Work closely with the Participation Officer, Wheelchair Basketball to; Ensure the effectively delivery of the Wheelchair Basketball School Programs, Maintain accurate equipment logs and maintenance records
- Assist in the development of funding applications both internally and with affiliated member associations to support wheelchair basketball activities.
- Assist in the development and strengthen player pathways and programs that assist Basketball Victoria's High Performance Department to deliver on key performance indicators.
- Examine, evaluate and review existing programs and make recommendations for appropriate action to ensure ongoing business improvements.
- Twice annually (July and December) report on the wheelchair assets including location, condition and maintenance requirements.
- Maintain the Wheelchair Basketball section of the BV website to ensure accurate information is displayed and assist in the development of program information and marketing collateral, to engage with the community and encourage participation.
- Maintain cooperative and productive working relationships with key internal and external contacts to achieve strategic outcomes.
- Identify program partners and/or organisations for participant recruitment, program support and marketing of activities.
- Monitor participant registration and data collection requirements and administer reporting.



Inclusion

BV has a commitment to the inclusion of all members of the community across all facets of our sport. BV recognises the influence and impact sport has on the wider community and encourages participation from the wider community regardless of age, race, religion or disability.

Selection Criteria

All offers of employment are subject to satisfactory proof of eligibility to work in Australia, reference checks, a police check and a Working With Children Check. All applicants must have a current Victorian Driver's License.

This role will be based at Wantirna South but involves travel around Victoria and includes nights and weekend work overseeing activity. Employees will be reimbursed for travel expenses.

Essential

- Experience implementing project/program coordination, competition management, diversity and inclusion programs, practices and processes within sport.
- A knowledge of the disability sports sector in Victoria.
- Knowledge and understanding of Wheelchair Basketball.
- Ability to establish rapport and creditability with organisations across the public and private sectors.
- A good understanding of community sport with the ability to build and manage relationships with a range of internal and external stakeholders.
- Highly developed written and verbal communication skills with high attention to detail and influencing and negotiating skills.
- Highly organised with the ability to be self-motivated, responsive and flexible in an environment with time pressures and multiple priorities.
- The willingness to commit to the inclusion of all members of our culturally diverse community in the sport of Basketball.



- The ability to communicate with all members of the community with an understanding of inclusive processes and adaptive environments within sport.
- The ability to work cooperatively and positively within a team environment.
- Excellent public speaking, facilitation, organisation and analytical skills.
- Strong administration skills.
- Intermediate computer skills.
- The ability to assist with the movement and lifting of wheelchairs when necessary.

Desirable

- Experience in a sport, peak-body or not-for-profit setting.
- A level of understanding into the operations and commercial aspects of Basketball.
- Ability to prepare and monitor annual budgets for direct areas of responsibility.
- Appropriate qualifications in sport and/or business.
- First Aid qualifications.