



POSITION DESCRIPTION

BASKETBALL & COMPETITIONS MANAGER

Organisation:	Collingwood Basketball Association
Role title:	Basketball & Competitions Manager
Location:	Collingwood, Victoria. Remote work permitted
Duration:	Permanent, full time (1.0 FTE)
Reports to:	General Manager
Direct reports:	Competitions Coordinator, Participation Staff, Casual workforce
Commencement:	1 July 2026

ABOUT THE ORGANISATION

Collingwood Basketball Association (CBA) operates at the centre of Melbourne's inner north, delivering accessible and inclusive basketball opportunities across Collingwood and surrounding communities.

The Association serves one of the most diverse basketball communities in Victoria. Based in the City of Yarra, our community reflects a wide range of backgrounds, identities and experiences including low socio-economic, LGBTQIA+, multicultural and First Nations communities.

This diversity shapes how we operate. It informs program design, competition delivery, workforce support and community partnerships. Inclusion is embedded in day-to-day delivery and drives participation, trust and long-term sustainability.

CBA delivers a broad range of basketball activity, including domestic competitions, representative programs and community initiatives. These programs are designed to be accessible, affordable and aligned to the needs of the local community.

As an organisation, CBA plays a key role in connecting people through sport. The focus is on creating clear entry points, positive experiences and ongoing opportunities for participation across all levels of the game.

PURPOSE OF THE ROLE

Reporting to the General Manager, this role leads the planning, delivery, and performance of all basketball operations across the association.

The Basketball & Competitions Manager is accountable for delivering high quality, sustainable competitions and representative programs that meet participation, financial, and performance



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objectives. This includes full responsibility the Big V program and oversight of domestic competitions and VJBL, ensuring delivery to budget, compliance with league requirements, and a consistent standard across all teams and game day environments.

The role drives operational excellence, workforce performance, and system improvement. It works closely with the General Manager to strengthen processes, digitise operations, and build a scalable basketball delivery model.

WORKING ARRANGEMENT

This is a hybrid role based at Collingwood Basketball Stadium. Staff are required to work a minimum of three days per week in the office, with the remaining time able to be worked remotely, subject to operational requirements.

Given the nature of the role, regular evening and weekend work is required. Office based days should align with key operational activity, team collaboration, and peak delivery periods.

KEY RESPONSIBILITIES

Basketball operations leadership

- Lead all domestic and representative competitions
- Oversee fixtures, grading, scheduling, and venue allocation
- Ensure consistent and high quality game day delivery

Big V program leadership

- Oversee the full delivery of the Big V program
- Manage program within approved budget
- Ensure compliance with league requirements
- Work closely with coaches and team staff to support performance and operations
- Act as primary liaison with Big V

Workforce leadership

- Oversee referees, department staff, supervisors, and casual workforce
- Ensure effective rostering and coverage
- Support workforce development and performance



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Systems and administration

- Lead competition systems and registration processes
- Ensure strong data integrity and reporting
- Drive improvements in systems including PlayHQ and related platforms

Operational improvement

- Work with the General Manager to improve operational systems
- Lead digitisation of processes and records
- Identify and implement efficiencies across competitions and delivery

Stakeholder management

- Manage relationships with teams, participants, and officials
- Resolve complex issues and incidents
- Maintain strong communication standards

KEY RELATIONSHIPS

This role sits at the centre of basketball operations and requires strong, outcome focused relationships across staff, workforce, and key stakeholders.

Internal

- General Manager
- Department staff
- Other CBA part / full time and casual staff

External

- Administrative and peak bodies
- Coaches and team managers
- Referees and officials
- Participants, associations and clubs

KEY OUTCOMES

- Competitions and programs delivered within budget and compliant
- Strong workforce coverage and performance
- Improved operational systems and efficiency
- Positive participant and stakeholder experience



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SELECTION CRITERIA

Essential

- Demonstrated experience managing competitions or basketball operations
- Demonstrated experience using registration and competition systems (preferably PlayHQ)
- Demonstrated experience managing direct report staff and teams
- Strong leadership and decision making capability
- Strong stakeholder management skills

Desirable

- Experience with PlayHQ
- Experience in representative or pathway programs
- Understanding of basketball structures and leagues

QUALIFICATIONS AND REQUIREMENTS

- Relevant qualification or equivalent experience
- Working With Children Check
- Police check
- Availability for evening and weekend work

Working conditions

- Hybrid working arrangement with a minimum of three days per week in the office
- Flexibility to work evenings and weekends as required
- Ability to attend venues and support operations as needed

Success profile

- You are organised and decisive
- You take ownership of outcomes
- You focus on quality and consistency
- You communicate clearly under pressure



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HOW TO APPLY

To apply for this role, submit:

- A cover letter that clearly addresses the selection criteria
- A current CV outlining your experience and relevant qualifications

Applications must be submitted to the General Manager at gm@collingwoodbasketball.com.au by **Monday 11 May 2026 (AT THE LATEST)**.

For any questions about the role, contact the General Manager at gm@collingwoodbasketball.com.au.