



REFeree DEVELOPMENT MANAGER

ORGANISATIONAL OVERVIEW

Gold Coast City Regional Basketball Association (GCCRBA) is a not for profit organisation, focused on growing the sport of basketball in the Gold Coast region. With a strong club base, the association conducts regular fixtures for juniors and seniors; development programs for varying ages and skill levels; and a representative program for both juniors and seniors.

GCCRBA is governed by a Board of Directors.

POSITION OVERVIEW

Position Title:	Referee Development Manager
Employment:	Part Time
Remuneration:	Provided on request
Reports to:	General Manager
Effective Date:	September 2018

PURPOSE

- To Support GCCRBA in the recruitment, training, development and retention of referees within the association for the service of local domestic basketball and junior representative basketball competitions.

Duties and Responsibilities

The following list of duties / responsibilities is not exhaustive and is provided as a guide. Other duties may be required from time to time.

- Conduct regular development activities for Referees and Referee Coordinators at Association stadiums;
- Coordinate the selection of referees for State championships;
- Recruitment of new referees;
- Develop course content and materials for all referee accreditation courses in conjunction with Basketball Queensland;
- Manage and coordinate activities and pathways in the areas of refereeing and referee coaching including coordination and delivery of referee accreditation courses and development activities;
- Liaise and link with stakeholders – BQ Staff and Management, Association Clubs and Basketball Australia regarding referee education and development;
- Roster or assist in rostering referees to GCCRBA and BQ competitions as required and directed;
- Aid in relation to the development of policies and procedures for GCCRBA referee development programs;
- Adhere to relevant Gold Coast Basketball Policies and Risk Management Strategies;
- Reporting of all activities to the General Manager;
- Any other duties as directed by the General Manager.



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Selection Criteria

Essential

- A strong interest in basketball;
- Hold a positive notice for working with children (Blue Card);
- Have a current driver's license and motor vehicle available for work purposes;
- Legal entitlement to work in Australia;
- Demonstrated high level of skill in all facets of refereeing basketball and the expansion of referee development programs for associations;
- Be customer-focused with the ability to understand issues from the member association's perspective; Solution focused and provide a calming influence in circumstances where customer expectations may not have been met;
- Demonstrated high level of written and oral communication skills, including the ability to be client focused and to communicate and negotiate with a broad range of people from all levels, in order to build relationships with our stakeholders;
- High level of literacy with the ability to comprehend and interpret the rules of the game and competition;
- Good time management skills especially with the ability to meet deadlines;
- Ability to work outside normal business hours - this role involves regular night work (Monday to Friday) to allow for all domestic competitions and weekend work for higher level competitions;
- Proven skills and knowledge in Microsoft software (Word, Excel, Publisher, Outlook, PowerPoint) and ability to update websites;
- A high standard of personal appearance and conduct, i.e. be clean, neat, tidy, punctual, use respectful language and manner toward visitors, patrons and to each other.

Desirable

- A sound understanding of the structure of basketball in Queensland.
- At least three years' experience in a similar role.
- A tertiary qualification in teaching or similar.
- Accredited Level 2 Referee Coach or QBL Level Referee



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PERFORMANCE OUTCOMES

- Increase numbers of total referees for GCCRBA at every level.
- All necessary policies in place to provide effective development of referees and internal operations;
- Effective social media and website presence for the referee program of GCCRBA.

APPLICATIONS

Please forward covering letter and copy of your CV to joel@gccrba.com.au.

OTHER INFORMATION

GCCRBA is required to meet the demands of a sport which operates seven days per week, with the timing of certain activities being critical to its success. GCCRBA staff will, as the circumstances of the activities determine, contribute their time and efforts outside normally recognised office hours where their personal attention, knowledge or expertise may benefit GCCRBA, its objectives and achievements.

As a member of staff, you will, on occasions, be required to travel in order to attend functions as a representative of GCCRBA. Your conduct and appearance should reflect your role of an ambassador and your activities should set an example to other employees.

It will be a condition that GCCRBA will be entitled to be fully informed of the results of all work done by you and to have full and exclusive benefits of its results. It will be a condition that you will not, without authority, divulge to any other person any information in regard to the affairs of GCCRBA.

You shall not accept any payment or any other benefit in money or in kind from any person, business or organisation as an inducement or reward for any act or forbearance or in connection with any matter or business transacted by or on behalf of GCCRBA Inc. unless expressly advised in writing by GCCRBA Inc.