



## Job Description: Competitions Manager

<b>Organisation:</b>	Northern Districts Amateur Basketball Association (NDBA)
<b>Position Title:</b>	Competitions Manager
<b>Location:</b>	Work from home with on-site visits to competition venues on game days.
<b>Remuneration:</b>	\$30 per hour (casual) supported by weekly timesheet
<b>Hours:</b>	15 hours per week
<b>Duration:</b>	Casual employment with the position reviewed after the completion of each competition season.
<b>Reporting To:</b>	Vice President of NDBA
<b>Principle Relationships:</b>	<ul style="list-style-type: none"><li>• NDBA Board Members</li><li>• NDBA Venue Coordinators</li><li>• NDBA Members</li><li>• NDBA Club Delegates and Presidents</li><li>• NDBA Referees Coordinator</li><li>• Venue Administrators</li></ul>

### About Northern District Basketball Association

Northern District Amateur Basketball Association (NDBA) was established in 2024 and is a registered organisation serving Brisbane's northern suburbs and the Moreton Bay region. Formed through a collaboration of the Crusaders Basketball Club (founded in 2012) and key community stakeholders, NDBA aims to provide accessible and affordable basketball opportunities in this rapidly growing area.

NDBA currently offers competitions for under 10's – Seniors. The association is committed to developing the sport and fostering a strong, inclusive basketball community.

### Commitment to Child Safety

NDBA is committed to protecting children and young people from harm. As an employee, you must meet and exceed the behaviour and standards outlined in our Child Safe Policies.

### **Commitment to Health and Safety**

NDBA is dedicated to ensuring a safe environment for both staff and members. Employees are required to follow all reasonable instructions regarding the health and safety of themselves and others. Adherence to NDBA's Health and Safety policies, as well as applicable health and safety laws, is mandatory.

### **The Role:**

The Competitions Manager is responsible for the planning, delivery, and ongoing management of NDBA's domestic junior and senior competitions. This includes the administration of game fixtures, coordination with Venue Coordinators, ensuring the readiness of facilities, and driving growth and retention strategies. The role involves collaboration with the Vice President, Domestic Competitions Committee, Referees Coordinator, and club representatives to ensure operational excellence and community engagement.

To be considered for this role you will need an understanding of the sport of basketball and have a proven track record in managing and administering successful competitions.

### **Domestic Competitions Committee**

The Domestic Competitions Committee was established to manage the NDBA's domestic program. Its purpose is to offer leadership and expertise on all on-court matters related to the domestic competition.

The Committee is made up of the Vice President, NDBA club delegates, and a referee representative.

The Competition Manager is required to work closely with committee delegates to effectively administer the competition.

## **Success Profile**

**Experience:**

- Proven experience managing community sports competitions
- Effective stakeholder engagement and relationship management
- Operational planning and strategic execution
- Experience in casual staff and volunteer management
- Background in basketball club/committee operations

**Knowledge & Skills:**

- Proficient in Gameday / Basketball Connect software
- Understanding of community basketball needs
- Strong verbal and written communication skills
- Knowledge of social media platforms for engagement
- Commitment to child safety standards

**Personal Attributes:**

- Passionate about basketball and community sports
- High integrity, accountability, and professionalism
- Commitment to excellence
- Adaptable under pressure, collaborative and proactive
- Innovative mindset and continuous learner

**Licences, Registrations and Qualifications:**

The successful applicant must hold:

- Queensland Working with Children Check (Blue Card)
- Driver's licence with access to a vehicle
- First Aid Certificate (desirable)

KEY ACCOUNTABILITIES	OUTPUTS & ACTIVITIES

<b>Strategy Development &amp; Execution:</b>	<ul style="list-style-type: none"> <li>• Work with the Vice President and the Domestic Committee Chair to design, manage and implement a NDBA Domestic Competition Growth and Player Retention Plan</li> <li>• Oversee the Domestic Competition to ensure our strategic and operational targets are met.</li> </ul>
<b>Program Leadership &amp; Management:</b>  Manage all aspects of the NDBA Domestic Competition Program	<ul style="list-style-type: none"> <li>• Present a monthly report to the NDBA Board in a format approved by the Vice President</li> <li>• Report to and work closely with the President to ensure all relevant activities comply with NDBA policies and procedures</li> <li>• Support participation growth within our junior and senior competitions.</li> <li>• Lead and oversee the management of the Venue Coordinators</li> <li>• Manage the competition fixtures and ensure staff rosters and court hire requirements are completed in line with NDBA expectations</li> <li>• Execute the operational plans in line with NDBA budgets</li> <li>• Develop and maintain NDBA program equipment via an asset register</li> <li>• Ensure all NDBA Intellectual Property is recorded and maintained</li> </ul>
<b>Team Environment &amp; Culture:</b>  Lead, manage and deliver Brisbane's best domestic program for our clubs, players, referees, coaches, staff and volunteers	<ul style="list-style-type: none"> <li>• Establish an environment and supportive culture, aligned to the NDBA values, driving the holistic development of players and clubs</li> <li>• Embrace basketballs culture and use key cultural elements to inform the delivery of the NDBA domestic program</li> <li>• Become a health and safety champion by identifying risks and developing appropriate interventions</li> <li>• Ensure open and regular communications are maintained between all parties involved in the program including athletes, coaches, service providers, supporters, and staff</li> <li>• Create a cohesive and fully integrated team that offers leadership, management, and support to all</li> </ul>

#### Applications:

To apply, please send a cover letter with a copy of your CV to [secretary@ndbasketball.com.au](mailto:secretary@ndbasketball.com.au)

Applications close **Monday 6 October 2025**.