

Basketball Fiji Job Description - NBDA

Title: National Basketball Development Assistant (NBDA)

Reports to: Basketball Fiji National Basketball Development Officer

Location: Basketball Fiji Suva office

Hours per week: to be discussed at interview

Remuneration: FJD \$8,770 (initial 9 month contract)

Job Purpose

To support the National Basketball Development Officer to coordinate the delivery of Basketball Fiji's Hoops for Health program and provide all administrative support to the running of the program.

Hoops for Health Background

A basketball for development program funded by the Australian Government to improve health related behaviours and contribute to a reduction in the risk of non-communicable diseases in Fiji.

Description

The NBDA is responsible for supporting the National Basketball Development Officer to implement the Hoops for Health program. This will include being responsible for all administration and reporting associated with the program, online and print communications and marketing, along with other tasks associated with Basketball Fiji

Key Roles and Responsibilities

Project Coordination and Administration

- Coordinate logistics and provide support for all volunteers, staff and partners
- Develop plans, monitor, coordinate resources and ensure successful project milestones are met
- Ensure tasks and activities are being completed in accordance to Hoops for Health plan
- Coordinate trainings
- Develop tools and resources required by staff/volunteers delivering Hoops for Health
- Manage equipment inventory
- Assist with completion of quarterly reports as per requirements of FIBA Oceania and the ASC
- Ensure monitoring and evaluation is carried out as per agreed framework and plan
- Coordinate trainings for key target groups and support facilitators in delivery of training

Partnership and Stakeholder Coordination

- Coordinate partnerships with external stakeholders
- Prepare a range of project related documents for key stakeholders as required, including status updates, reports, budgets and discussion papers

Marketing Strategy & Communications

- Prepare and implement marketing plan to broaden participation and awareness of Basketball Fiji's Hoops for Health program
- Represent Basketball Fiji at key stakeholder meetings
- Updating website and social media to develop a Hoops for Health following
- Preparation of media releases, building relationships with local media and recording online and print media coverage
- Assistance preparing key presentations and promotional documentation

Qualifications and Experience required

- Relevant degree, qualifications or equivalent work experience in administration and project management
- Excellent computer skills, fluent with Microsoft Office Suite
- At least 3 years work experience in a relevant field
- Excellent communication skills
- Demonstrated time management skills

Other desired education or work experience

- Experience working in a health related field
- Community, youth and development work
- Highly organized & Experience working in Sport
- Enthusiastic, positive attitude willing to take responsibility and show initiative
- Experience in finance and budgeting

Basketball Fiji is a child safe and friendly organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Protection Policy.

All staff and volunteers must sign the Child Protection Policy and Code of behaviour as a condition of employment/engagement with FIBA Oceania.

Please submit an application cover letter indicating why you are applying for this role and demonstrating that you meet all the qualification requirements including a CV with 2 referees. Please submit application to Basketball Fiji by email jimtora@gmail.com or in person to Sports House, 14 Selbourne Street, Suva, by 5pm on 30th May, 2014. Late applications will not be considered.