



Greater Shepparton Basketball Association

Shepparton Sports Stadium
Numurkah Road
PO Box 177
Shepparton Vic 3632

Phone: (03) 5822 2923
Fax: (03) 5821 7151

Position Description – GSBA General Manager (Full Time Position)

The General Manager is responsible for the strategic direction as well as day to day operations and performance of the GSBA which is run as a not for profit organisation.

Responsible To:

The GSBA General Manager is directly responsible to the GSBA President and Committee of Management (COM) and the members of the association.

Responsibilities and Duties:

Management of all *on court* programs being run by the GSBA which includes:

- Domestic Competition – juniors & seniors
- Referee program
- Junior Representative program including VJBL
- Senior Representative Programs including CBL & Big V
- Development Programs including Aussie Hoops, Academy, NITP
- Wheelies Program
- Individual Personal Training Programs

Financial Management of the GSBA including:

- Annual Budgeting for all areas of the GSBA
- Daily cash flow, wages, payments & banking
- Quarterly BAS and annual accounts preparation prior to Audit
- Submission of grant applications
- Preparation of monthly financial reports for the COM

Management of all GSBA staff and volunteers associated with

- Domestic Competitions
- Domestic Clubs
- Representative Programs
- Referee Programs
- Kiosk

Oversee

- Corporate branding of the GSBA
- All GSBA Sponsorship and marketing activities
- Use and implementation of the GSBA Portal and associated computer hardware used to run GSBA systems.
- Use and implementation of all content on GSBA website & other social media platforms.
- Management of the Annual Junior Tournament & any other special events as required.

Other duties as directed by the GSBA COM which are consistent with the position's purpose.



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General Position requirements:

- A primary focus of the position is to ensure the GSBA programs and marketing encourages participation in basketball across Greater Shepparton.
- It is important for both the GSBA and the members that the General Manager conducts themselves in a professional manner that brings respect and recognition to all programs and events being delivered by the GSBA.
- Develop and instill a sense of "Pride and Passion" to all involved with GSBA programs.

Specific knowledge and capabilities required for this position:

- Must have a high level of interpersonal, communication and negotiation skills with the ability to represent the GSBA internally and externally at all levels.
- Must be capable of strong leadership, determination and drive to meet/exceed target objectives set for GSBA programs and events.
- Must have a solid background in sports administration and appreciate good governance.
- Must have strong accounting skills to ensure delivery of sound financial and budget management whilst meeting operational goals.
- Must have expertise in stakeholder and community engagement and be prepared to work collaboratively with various sub committees and stakeholders across the organisation.
- Must be able to use initiative and innovation to problem solve and implement strategic solutions.
- Must be a competent computer user of Microsoft products; have an understanding of Sporting Pulse and associated computer applications; support and advocate the use of the GSBA Portal and understand the requirements for the GSBA website and social media sites.

Essential Education & Experience Requirements:

- Business related or sports administration tertiary qualifications
- At least 10 years relevant work experience
- Current driver's license

Desirable Education & Experience Requirements:

- An understanding of the Australian Basketball structure and how this filters down to grass roots basketball
- Current Working with Children's Check
- Current First Aid Certificate

Position Level and Salary:

This position will be paid an annual salary commensurate with qualifications and experience.