

Black Prince Trust

Basketball Development Officer

JOB TITLE:	Basketball Development Officer
RESPONSIBLE TO:	Black Prince Trust Community Manager
SUPERVISING:	Basketball sessional staff/Coaches
SALARY:	£26-30 k pa depending on experience
TERMS:	35 - hours per week Monday - Friday as standard (Hours variable - flexibility preferred – inc. evening and weekend work with TOIL) 25 days holiday (plus Bank Holidays) per annum Contributory Pension Scheme (via NEST)
DURATION:	1 year (with a view to extend annually)

JOB SPECIFICATION

- Support Black Prince Trust (BPT) and Partners in the smooth running of onsite basketball delivery at the Hub
- To Support the wider outreach strategy working with BPT partners; residents associations; local schools and other relevant Lambeth agencies to develop a programme of basketball activity that delivers on key strategic Social Impact Strands (SIS)
- Manage Partnerships with BPT basketball delivery & strategic partners and quality assurance
- Regularly liaise with BPT Office & Site Manager regarding Court/Sports Hall repairs and any bookings related to basketball.
- To support BPT and Partners in the promotion of basketball activity to community users and corporate partners.
- Support and Supervise basketball sessional staff and coaches as required in line with onsite delivery
- Support the BPT Community Manager to manage and report on BPT funded programmes
- Manage the M&E function for all BPT community activity; regularly review and evaluate data against outcomes and make recommendations for improvement.
- Work closely with strategic partners and referrers to ensure our full range of services is being promoted and relevant signposting is in place
- Contribute to BPT PR & Comms strategy: - social media; website; marketing, promotion, and community updates etc.
- Work alongside Nike and Jordan and key delivery partners to develop a programme of activity that focuses on agreed strategic social impact outcomes
- Lead on the Nike and Jordan funded coaching programme to develop a hi grown workforce for Basketball in South London
- Work with BPT Community Officer to build a basketball volunteer programme to enhance and grow sustainable basketball provision at The Hub
- Co-manage BPT sessional staff, coaches, and volunteers with other BPT staff
- Build relationships with local secondary schools and colleges to support student athlete development

Specific tasks include:

- Oversee BPT basketball delivery from The Regal and Jordan Courts.
- Organise quarterly meetings with existing BPT partners and assess progress against agreed targets.
- Monitor quality and engagement of sessions and support delivery partners where necessary to adjust or make improvements
- Oversee the scheduling, booking and registration functions and systems to ensure smooth running of sessions and programmes
- Manage the measurement & evaluation processes around basketball participation to include data capture, case studies showcasing stories linked to performance
- Develop and support the delivery of school holiday programmes
- Introduction of a pool of basketball coaches upskilled to an agreed standard to support on and offsite basketball delivery
- Work with relevant strategic partners, recreational providers and NGB's to foster signposting opportunities and develop networks for future collaboration
- Manage Nike and Jordan relationship and ensure reporting under Grant agreement is completed
- Project manage funded programmes inc budgets and timely reporting to funders
- To undergo Fire Marshal tasks with other qualified colleagues (training will be provided)
- To always adhere to BPT policies and procedures, and enforce the rules and regulations put in place around the site with partners and participants.
- To undertake any other tasks as reasonably required within the grade and overall functions of the post

Required Skills:

- Self-starter who can operate under minimum day to day supervision
- Personable and approachable
- Strong written & verbal communication skills
- Community driven
- Demonstrate an understanding of the basketball landscape in London
- IT competent

Preferred Skills: *(Training will be given where appropriate)*

- Experience using Monitoring & Evaluation systems (specifically Upshot)
- Experience of community consultation
- England Basketball Level 2 coaching qualification
- First Aid trained
- Experience of working in the Sport for Development sector