

OUR VISION A hoop in the heart of every neighbourhood
OUR MISSION To make basketball a cornerstone sport for everyday New Zealanders and achieving success on the world stage
OUR VALUES Integrity – behaving with honesty and integrity Excellence – striving for and achieving excellence Teamwork – working together to achieve our goals Respect/Sportsmanship – respect for the game, its people and heritage Communication – Clear, honest, open, respectful, and direct (CHORD) communication Partnerships – strengthen and develop relationships Innovation – implementing innovative methods to maximise the growth of the game

POSITION DESCRIPTION

TITLE OF POSITION	Events Coordinator
REPORTS TO	Tournaments Manager/Events Manager
TEAM	Events
SITUATED	Based in the head office in Wellington
PURPOSE OF THE ROLE	
To provide administrative and operational support related to the delivery of Basketball New Zealand's (BBNZ's) events programme. This role is one of three positions that sits within the Events Team. The Events Team delivers tournaments, leagues, 3X3 programmes and international and domestic events.	

WORKING RELATIONSHIPS	
INTERNAL CONTACTS	Staff that sit within each BBNZ team; Events, Community, High Performance, Corporate
EXTERNAL CONTACTS	Basketball Associations and Associate Members, Schools, Universities and Tertiary providers, Regional Sports Trusts, National Sporting Organisations, Independent providers, Suppliers, Sponsors and Partners.

KEY RESPONSIBILITIES
<p>1. Key responsibilities of this role are:</p> <ul style="list-style-type: none"> • Primarily to provide effective and efficient administration and operational support to the Events team. • Help plan and deliver quality Events (3X3 and 5X5), the BBNZ Annual Awards and FIBA International Events i.e., FIBA World Cup Qualifiers, as well as non-FIBA International events. • Ensure all costs are within respective budgets. • Understand and be able to apply all BBNZ policies, rules, and regulations. • First point of call for all Event inquiries. <p>2. Detailed tasks and responsibilities include:</p> <p>Preparation</p> <ul style="list-style-type: none"> • Assist with the creation of the events calendar and events hosting agreement. • Work with Event Hosts (where applicable) to deliver logistics for Events. • Assist with the production and distribution of all event entry criteria and information. • Ensure that the event entry criteria is followed and completed correctly by stakeholders. • Obtain quotes for completion of an annual budget and for funding application purposes. • Become familiar and confident with using the approved online databases and competition management systems for all Events. • Use the approved online system to receive and manage event entries, team rosters, team management, referee details and to produce and display draws and reporting. • Assist stakeholders and Event Hosts with using the approved online systems. • Ensure that all decisions made comply fully with BBNZ policies, rules, and regulations. • Provide and update relevant information for the BBNZ website, social media, and publications.

- Keeping the Events section of the website updated

Delivery

- Work with the team to deliver the events in the calendar.
- Prepare and distribute fair and equitable draws.
- Create and distribute event publications i.e., online programmes, draw information, technical meetings etc. in conjunction with the Event Host.
- Arrange travel and accommodation for Event staff and representatives when required.
- Liaising with suppliers for event resources.
- Source, manage and organise the delivery of event equipment and resources, including signage etc.
- Work with and support the Event Host in line with the hosting agreement.
- Attend agreed events, deliver BBNZ tasks, provide on the ground support as required and contribute to the smooth operation of the Event.
- Ensure that participants and organisers receive all communications in a timely manner.
- Maintain a safe and healthy work environment at events by applying the BBNZ Health and Safety guidelines.
- Help resolve issues using agreed processes.
- Record and display results for the website and in BBNZ publications i.e., results annual.

Reporting

- Ensure all Event Hosts (where applicable) complete their hosting obligations and report by the required deadlines.
- Assist with the development and completion of surveys and distribute to relevant stakeholders.
- Document all feedback and address any urgent issues as it comes to hand.
- Keep accurate records on the server to assist with the completion of post-event reports.

Transfers, Loans, Clearances, Foreign Player Licences

- Assist with queries and requests.
- Follow up outstanding requirements.
- Use the online system to manage approvals.

DESIRED EXPERIENCE AND CAPABILITIES

- Previous experience in sports administration preferably with competitions or events.
- Ability to work independently and as part of a team.
- Proven ability to work under pressure, make decisions and meet deadlines.
- A high level of organisational skill and attention to detail and the ability to multi-task.
- Outstanding customer focus and a commitment to the delivery of a quality service experience.
- Excellent written and oral communication skills.
- Strong interpersonal skills with the ability to build relationships with staff, stakeholders, and volunteers at all levels.
- A flexible, positive attitude to operate in a dynamic work environment.
- Computer skills in relation to the Microsoft Office suite of products (Word, Excel, Outlook).
- Database/competition system experience (preferred).
- Flexibility to travel to regional partners and work extended hours at times.
- Tertiary qualification in relevant field (preferred).
- Driver's licence.