

Post Details		Last Updated: 07/05/21
Job Title:	Surrey Scorchers Basketball Development Officer	
Job Family and Level	Professional Services, Level 3	
Responsible to:	Sports Development Manager	
Responsible for:	Casual coaches, referees, and volunteers	
<p>Job Purpose Statement</p> <p>To develop and deliver a high quality and innovative Surrey Scorchers basketball participation programme at Surrey Sports Park and the surrounding region. The role is key in widening Surrey Scorchers reputation and the delivery of sports participation and programmes in education, leisure, and community settings. Working within the Sports Delivery Team, the role will have a key focus on developing and administrating innovative projects with long term sustainability.</p>		
<p>Problem Solving, Accountability and Dimensions of the role</p> <p>The post holder, under the guidance of the Sport Development Manager, will work towards clearly defined objectives, whilst working within established departmental processes and procedures. The post holder is expected to use their initiative to work proactively towards objectives and KPIs and report to the Sports Development Manager at regular intervals to provide updates on their progress. This role is very much about the developing partnerships and administrating high quality basketball provision, therefore the post holder must operate flexibly, manage their time effectively and react positively to changing circumstances and requirements. Although line managed by the Sport Development Manager the post holder will hold regular meetings with the Director of Basketball to ensure the growth and development of the community programme is inline with the Surrey Scorchers strategy.</p> <p>The post holder is expected to apply their knowledge of basketball in order ensure the Surrey Scorchers community coaching programme develops new opportunities within local schools, colleges, and community groups. The post holder will coordinate and deploy a team of coaches and volunteers to support the Scorchers community programme. The post holder is expected to ensure all relevant policies and procedures (e.g. health and safety, safeguarding) are followed at all basketball activities and by all coaches, as well as identifying potential risks or issues early and reporting them as necessary.</p> <p>The post holder will be responsible for identifying how income targets can be achieved and adapting programme delivery as necessary through the year. The post holder will also be responsible for controlling costs (staff costs and other costs) for the sports programmes, ensuring costs remain within set budget. The post holder will be responsible for alerting the Sports Development Manager of any budgetary opportunities or risks and working to implement necessary proactive or mitigating actions</p> <p>The post holder keeps up to date with the local and national basketball landscape so they can make effective decisions to position the basketball programmes accordingly. Given the nature of this work the post-holder will demonstrate confidence when engaging and working with key partners, ensuring partnership working decisions align with key SSP business priorities as well as outreach objectives and KPIs</p>		
<p><u>Background Information/Relationships</u></p>		

Surrey Sports Park is at the heart of sport and physical activity in Surrey, and our mission is to deliver the best possible sport, health, and wellbeing experience to our University of Surrey students and to the wider SSP community. We provide strategic added value to the University by delivering an outstanding student experience through social and competitive sport and providing an excellent environment for wellness and fitness for Surrey staff and students, and our community impact is significant both culturally and physically. The team is passionate and high performing, and the business model required us to deliver a self-sustaining, well managed and customer service focused business.

Surrey Scorchers are a professional basketball club who play in the British Basketball League (BBL) and aim to transform peoples lives through basketball by engaging, inspiring, and educating people to play and love the game.

The post holder will work closely with all Sports Park staff and both internal and external guests.

This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. Surrey Sports Park expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted, and the changes reflected in a revised job purpose.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/Desirable	
Basketball England Level 2 (or higher qualification) or equivalent	E	
Basketball England affiliated	E	
Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus some experience in a similar or related role. OR Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding and relevant work/roles and the acquisition of appropriate professional or specialist knowledge	D	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/Desirable	Level 1-3
A proven track record of basketball administration and coaching	E	3
Experience and a strong understanding of sports development	E	3
Experience of creating sustainable relationships/partnerships	E	3
Ability to work towards financial targets	E	3
Understanding of quality coaching delivery and customer service	D	n/a

Experience of working with partner organisations such as NGB's, CSPs, local authorities, sports councils	D	n/a
Experience of working in a commercial sports/leisure setting	D	n/a
Special Requirements:	Essential/ Desirable	Level 1-3
DBS check	E	n/a
A full UK driving licence and access to a car	E	n/a
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3	
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		3
Planning and Organising		3
Teamwork		2
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Leadership / Management		2
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills Strategic Thinking		11

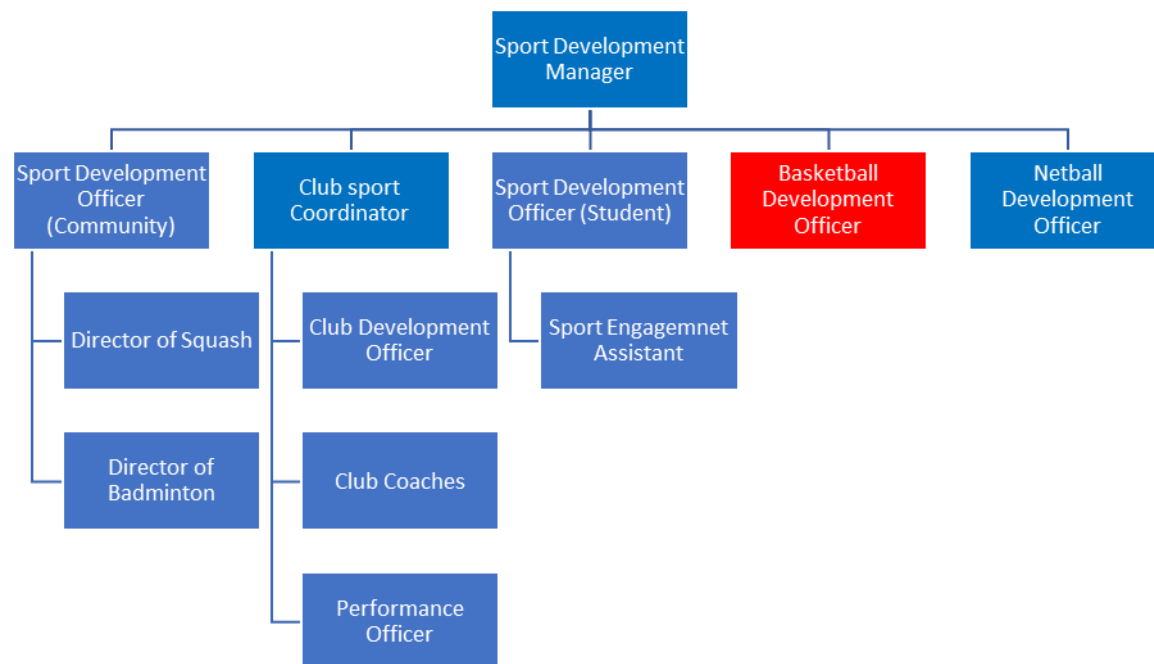
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy.
- Excellent environmental performance is a strategic objective for Surrey Sports Park. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Develop and deliver a range of junior and adult basketball participation programmes at SSP and in the local community, ensuring a high-quality coaching provision and customer experience.
2. Work with the Director of Basketball and Sports Development Manager to plan, promote and deliver a range of outreach activities across the South East.
3. Manage the delivery of high-quality school sessions and workshops, identifying new opportunities and developing programmes to maximise revenue
4. Support the development of a high-quality Surrey Scorchers Community Coaching and volunteer workforce to support the delivery of participation programmes

5. Work with the Sport Delivery Team to identify innovative opportunities which support the growth of Surrey Scorchers in line with the overall SSP Strategy and ensures the activities meet local demand, need and trends
6. Develop positive relationships with national and local partners to help achieve the overall SSP strategy and support the ongoing development of basketball in the region

N.B. The above list is not exhaustive.