



EDJBA Operations Manager Position Description

Position Name	Operations Manager	Class	Salaried Staff
Position Type	Full Time Salaried Position – 38 Hours per week, 52 weeks per year inc. Annual Leave		
Reports To	EDJBA President and Executive		
Purpose	Providing management and operational support for all association activities in accordance with the associations values and policies.		
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for managing operations of the EDJBA competition including but not limited to pre-grading, grading, home and away, finals and post finals • Management of employees and volunteers • Liaison and engagement with key personnel in member clubs • In conjunction with the Competition Administrator, oversee and assist with: <ul style="list-style-type: none"> ○ Production & delivery of fixtures ○ The grading process ○ Club gameday support • Management of Website and Social Media • Ensure timelines are met • Ensure EDJBA and member clubs compliance with governing bodies requirements • Liaison with sponsors, suppliers and other key external groups • Implement new initiatives and programs in line with the EDJBA’s Strategic Plan • Provide written reports for and attend monthly Committee of Management meetings • Administration of the EDJBA Tribunal and liaison with member clubs • Review and improve operational processes • Ensure integrity of data management 		
Qualifications, Experience & Attributes	<ul style="list-style-type: none"> • Sports Management or similar degree or equivalent experience • Experience in basketball competition administration • Experience in PlayHQ competition management (desirable) • Demonstrated leadership ability • Experience in reporting and communicating to Committee of Management • Experience in volunteer / not for profit organisations • Very good knowledge of Microsoft Office products, including Word, Excel and Outlook • Website and social media management experience • Attention to detail • Knowledge of EDJBA (desirable) 		



Appointment terms	<ul style="list-style-type: none">• Full time 38 hrs per week (subject to annual review) at a rate to be determined plus Superannuation (11.5% SGC)• Annual Leave – 20 days• Personal/Carer Leave entitlements – 10 days <p>This is a permanent role with a six-month probationary period from the date of appointment, with one review during this period.</p>
Special Conditions	In line with typical Sports Management/Administration positions, the role will require weekend and night-time work as needed and therefore flexible working hours are required.