

Basketball Australia Position Description

EVENT COORDINATOR (Pathway & Competitions)

Who are we

As the national governing body, Basketball Australia (BA), in conjunction with our State & Territory member associations, is at the forefront of promoting, fostering, and developing the sport of basketball across the country. BA is responsible for safeguarding the sport in Australia.

With a proud, rich history and a commitment to excellence, we are dedicated to growing the game. This mission of Australian Basketball is to be “Everybody’s Game” and BA will lead, connect and enhance the experience of the Australian basketball community.

BA proudly manages Australian national teams (Boomers & Opals, Rollers & Gliders, men’s and women’s 3x3 and junior national teams), athlete pathways, the Centre of Excellence facility, national championship events, major international events and leads community programs for the good of the whole sport.

We are excited to have launched the new Basketball Australia Strategic Plan (2025-2028), the Whole of Sport Basketball 2040 Vision and refreshed BA Values. These critical foundations, along with our Innovate Reconciliation Action Plan (RAP) (2024-2026), and BA’s Women & Girls Strategy will set our direction and represent how we will bring our mission to life.

Our Values



These values guide our behaviour, decision-making and culture across the organisation.

Child Safeguarding Commitment

Basketball Australia has a zero-tolerance policy toward child abuse and neglect. We are committed to creating and maintaining a safe, positive and inclusive environment where all children can participate in basketball free from harm. All BA staff must actively support and comply with our child safeguarding policies and reporting obligations.

National Integrity Framework

Basketball Australia has developed a national framework to promote and maintain integrity in basketball. The Framework sets out a robust set of reporting, investigatory and sanctioning provisions to deal with Prohibited Conduct. The National Integrity Framework (the Framework) sets the broad expectations for the conduct of all Participants. It also incorporates detailed policies that regulate specific behaviours to ensure action can be taken against those who fail to adhere to appropriate behavioural standards and expose the sport to undue risk. Details can be found here: [National Integrity Framework](#)

Position Details

Position Title:	Event Coordinator (Competitions & Pathway)
Reports to:	Manager – Events & Operations
Direct Reports:	Nil
Location:	State Basketball Centre, Wantirna South, Victoria
Internal Relationships:	Marketing, High Performance, Integrity, Officiating Teams
External Relationships:	State & Territory Bodies, Venues & Suppliers, Participants & Parents
Travel:	Some domestic travel required; occasional weekend work

Role Purpose

The **Event Coordinator – Competitions & Pathway** will protect and enhance basketball games in Australia through detailed competition planning and purposeful Pathway National Championships. Bespoke and curated regulations, schedules and discipline processes along with workforce development will be the backbone of events supporting High Performance and Pathway progress in line with BA strategies.

The **Event Coordinator – Competitions & Pathway** will also provide exceptional support to incoming National Teams as part of international matches within Australia.

Key Responsibilities

This section outlines the core areas of accountability and expected outcomes of the role, rather than a detailed list of tasks.

NATIONAL EVENTS

- Assist Championship development and planning with internal and external stakeholders, focussing on collaboration and integration
- Create and maintain bespoke championship schedules, regulations and processes that align with respective championship objectives
- Maintain effective and consistent communication with State and Territory organisations around administrative timelines and processes
- Coordinate championship team entry processes, grading activities and competition data administration
- Collaborate actively with Officiating department on officiating requirements – ensuring alignment with competition objectives and budget parameters
- Coordinate volunteer identification, recruitment, engagement and training in conjunction with State & Territory Organisations and local Associations
- Plan and oversee opening/closing ceremonies where applicable
- Support event enhancement opportunities for participants and spectators

INTERNATIONAL EVENTS

- Act as primary BA contact for incoming national teams
- Support incoming team logistics – introducing and coordinating accommodation, ground transport and provisions in line with FIBA protocols or participation agreement as applicable
- Support run sheet development and integration to maximise fan and team experience while balancing FIBA and basketball competition requirements
- Support on-court and back of house delivery of international matches as required

WORKFORCE DEVELOPMENT

- Develop and maintain appropriate position descriptions of roles required for BA events
- Identify and appoint volunteers for all roles for all events, coordinating needs across all BA business units
- Improve volunteer & workforce standards through training, education, systems and feedback

OTHER

- Management of event assets including inventory/stock management and freight logistics
- Maintain strong discipline to budget and detailed planning processes
- Support the administration of the Player Transfer System in line with BA's Foreign Player Policy
- Provide support to the Manager – Events & Operations, GM Marketing and Events and broader Events team as directed
- Contribute to the achievement of the business' strategic plan
- Fulfil any other duties as reasonably requested

Capabilities & Experience

Required Qualifications & Experience

- 3+ years experience working in large-scale sporting competitions or events
- Basketball experience at a representative / high level (playing or officiating), or strong technical understanding of basketball
- Experience with generating competition fixtures, policies and regulations.
- Bachelor's degree in sport management, sport development or similar, (or commensurate experience).
- Proficient computer skills, including Microsoft Office Suite. Additional experience in Competition Management Systems (GameDay & FIBA Organiser) is advantageous.

Skills & Attributes

- Commitment to collaborative planning and teamwork
- Respectful and clear communication with all stakeholders, including international delegations
- Cultural awareness and respect
- Exceptional organisational skills
- Relationship-building capabilities
- Financial acumen
- Well-developed presentation skills
- Strong communication skills, considerate of potential language barriers
- Strong problem-solving skills
- Demonstrated alignment with BA Values

Key Performance Indicators

KPIs should define the critical areas of performance that indicate effective delivery of the role. They should be written as clear, outcome-focused statements that align to the role's purpose and organisational priorities, rather than a list of tasks or activities. KPIs should be specific enough to provide clarity on expectations, while remaining flexible to reflect the evolving needs of the role and the organisation.

Key Performance Indicator	Measures
Strategic & Operational Plan	Delivers the activities of the team Operational Plan to support the BA Strategic Plan
Values and Safety	- Consistently models respectful, inclusive and values-aligned behaviour. - Represents BA values and professionalism at events and engagements - Complies at all times with the National Integrity Framework - Complies at all times with BA policies - Undertakes and participates in mandatory training and business professional development - Reports all safety incidents - Takes responsibility to ensure own safety
NATIONAL EVENTS	- Meets all relevant project timelines - Development of purposeful schedules and regulations - Advocates for and supports successful risk management practices - Contributes to the development and refinement of national events to meet and exceed strategic performance objectives - Supports increased participant engagement and experience through proactive and genuine communication
INTERNATIONAL EVENTS	- Contributes to the enhancement of BA's reputation with FIBA and other international basketball countries - Adhere to budget objectives and goals - Develop trusted provider network - Ensure FIBA / Basketball rule compliance for all events
WORKFORCE DEVELOPMENT	- Create and refine PD's for all event positions - Support the creation of a national volunteer network / database

Additional Requirements

- Must hold Australian citizenship, permanent residency or valid working rights
- Must maintain a current Working with Children Check or Working with Vulnerable People Certification
- Must comply with all Basketball Australia policies including Child Safeguarding, Integrity and WHS policies