

PAKENHAM



BASKETBALL

PDBA ASSOCIATION PROGRAM DEVELOPMENT OFFICER

Time Fraction:	Full Time. Part time will be considered.
Position Approved By:	Nathan Sewell- General Manager
Arrangement:	Hybrid- WFH & contact arrangement. (Monday nights and Saturdays are expected in this role)
Salary:	Negotiable based on experience
Reporting to:	PDBA General Manager & PDBA Competition Manager

About Us:

Pakenham Basketball is a thriving community organisation that serves over 5,000 players annually, ranging from beginners to elite athletes. As one of the largest and most inclusive basketball programs in the region, we provide a positive and enriching experience for players of all ages and skill levels. With a deep-rooted commitment to the local community, we offer a wide variety of programs, including junior leagues, representative teams, and skill development clinics.

Our club is proud to support a diverse player base and values teamwork, integrity, and sportsmanship. With a focus on both personal and athletic growth, we strive to help players build confidence, leadership skills, and a lifelong love for the game. Pakenham Basketball is more than just a sporting organisation—it is a place where relationships are built, and the community comes together to support each other. Join us in our mission to grow the sport of basketball and make a lasting impact on the Cardinia region.

The Role:

The Association Program Development Officer (APDO) will be responsible for overseeing and managing all aspects of the technical official's department, including referees, referee coaches, statisticians, and score table officials. The role will focus on recruitment, retention, training, education, and overall development of technical officials, ensuring alignment with Basketball Victoria's standards and fostering a culture of excellence within the Pakenham and District Basketball Association (PDBA).

The Technical Officials Association Program Development Officer (APDO) will be guided by Basketball Victoria's State or Regional Program Development Officer to achieve best practice in line with Basketball Victoria's Member Affiliation agreement.

As the APDO, you will ensure that technical officials are supported, educated, and encouraged to achieve their best from the grass roots to the elite setting within Basketball Victoria whilst adhering to the local needs of the PDBA.

Key Responsibilities

Program & Educational Development:

- Deliver educational content and training sessions for all members of the Technical Officials Department.
- Run annual to bi-annual educational courses focused on growth, upskilling, and certification for referees and officials.
- Regularly assess the development needs of technical officials and provide tailored coaching and feedback to enhance their performance.
- Deliver educational content to domestic clubs/coaches to strengthen relationships between officials and coaches.

Referee & Official Management:

- Manage the recruitment, retention, and growth of referees and officials, focusing on long-term engagement.
- Oversee the appointment of referees for the Friday VJBL and Saturday Domestic Competitions.
- Oversee the appointment of technical officials for Big V/CBL matches as required.
- Oversee the appointment of referees and officials for any PDBA hosted tournaments, practice matches and exhibition games.
- Supervise the Saturday competition and ensure officiating standards are upheld during events.

Policy, Compliance & Culture:

- Develop and enforce policies related to child safety, compliance, and day-to-day operations of the technical official's department.
- Lead and mentor the supervising team to foster a professional and high-performance environment.
- Ensure that all technical officials adhere to Basketball Victoria's Tribunal Policies and Procedures.

Community Engagement & Support:

- Foster a positive, community-centred environment by building strong relationships with coaches, players, and other stakeholders.
- Identify and nominate officials for opportunities such as courses, state-level events, and special recognitions.

Who You Are

- High Performer: You consistently strive for excellence, delivering high-quality outcomes while managing competing priorities with ease
- Sports Enthusiast: You bring proven experience in sports administration and a passion for fostering vibrant competitions.
- Exceptional Communicator: You excel at engaging with diverse audiences, making everyone feel valued and informed.
- Organisational Ace: You thrive in a fast-paced environment, and you are process-driven with your time and task management.
- Community Builder: You are experienced in member engagement and know how to create a welcoming, inclusive experience.
- Strategic Thinker: You use data to drive decisions, spot growth opportunities, and implement innovative solutions.
- Collaborative Leader: You are a self-starter who values teamwork and collaboration, with a proactive approach to challenges.
- Flexible and Committed: You are ready to adapt, including working evenings and weekends to support competitions and events.

Qualifications & Experience-

Required: Basketball Victoria APDO Accreditation (or willingness to obtain within 12 months of hire).

Required: Minimum of Grade 2 Referee Coach Accreditation (or equivalent experience in refereeing and officiating development).

Preferred: Previous experience as a referee and/or referee coach in Basketball Victoria's leagues.

Preferred: Experience in education, leadership, and managing teams within a sports setting.

To Apply- Please send a cover letter and copy of your resume highlighting your suitability to the role addressed to Luke D'Alcorn at domestic@pakenhambasketball.com.au

We will be holding interviews for this position as suitable applicants apply.

For any questions or further information regarding the position please email Luke at domestic@pakenhambasketball.com.au