



**Job Description and Person Specification:**  
**Girls and Young Women's Basketball Development Officer**

<b>Role title:</b> Girls and Young Women's Basketball Development Officer	<b>Reports to:</b> Topcats Board of Directors
<b>Salary:</b> £35,000 per annum (£10,000)	<b>Part time:</b> 10 hours / 1.5 days per week
<b>Purpose of the role:</b> This role is specifically targeted at increasing the participation of girls and young women in basketball and engaging them sustainably in the club. The role is funded for a fixed term of 12 months as part of Lambeth Council's Active Lambeth Themed Grants Programme.	

**Responsibilities of the role:**

- Work closely with the club General Manager and coaches across the club to increase and improve participation of girls and young women
- Taking a leading role in the delivery of our Expanding Brixton Topcats Girls and Young Women's Project funded by Lambeth Council's Active Lambeth Themed Grants
- Engaging with and developing new relationships with schools in Lambeth in order to arrange the delivery of coaching sessions, specifically for girls aged 10 – 18
- Set up and deliver a new "all girls" session, aimed at increasing female participation and engaging girls and young women aged 10-18 within the club
- Take a leading role in arranging activities and events that encourage girls and young women aged 10 – 18 to develop active, sporting lifestyles that provide lessons for life.
- Gathering data and reporting on identified project KPIs

**Person specification**

**Essential**

- Highly organised with excellent time management skills
- Excellent communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly
- Excellent interpersonal skills and the ability to work with experts with varying perspectives
- Ability to work outside of regular office hours including on Sundays throughout the course of the basketball season.
- Ability to work autonomously and proven ability to work as part of a team to deliver outcomes
- Proven administration competence
- Demonstrated knowledge and / or experience in the sport of basketball and it's administration

**Desirable**

- Level 2 Basketball Coaching Qualification
- Demonstrated experience of engaging with schools to deliver after or before school clubs
- An understanding of the history and relevance of the club to the local community and wider basketball context in the UK
- Demonstrated experience in the operations of a not for profit or similar organisation