

**BRITISH  
BASKETBALL**



# British Basketball Federation

**Appointment of Administrator  
on a 12-month Fixed-Term Contract  
Candidate Information Pack**

**Closing Date: 19th April 2023**



## About Us

The British Basketball Federation (British Basketball) is the National Governing Body (NGB) responsible for basketball in Britain and took on the International Federation (FIBA) membership role from the Home Country Associations in October 2016.

The BBF runs GB Basketball in a federated model, under a board of management comprising of an Independent Chair, Independent Directors and representatives of the three member Home Country Associations (HCAs) of Basketball England, Basketball Scotland and Basketball Wales.

The goal of British Basketball is to create a world-class elite basketball programme in Great Britain and to lead the overarching strategy for the growth of basketball in England, Scotland and Wales.

The BBF is at a critical juncture in its development, focused on ensuring gold-standard governance, creating opportunity for all, and capitalizing on the momentum that the game currently has in the UK to ensure basketball is a leading high-performance sport for the nation to be increasingly proud of.



# The Opportunity

The British Basketball Federation now has opportunity to appoint an Administrator on a 12-month Fixed-Term Contract, to support the Chair and the newly formed Executive team (Chief Operating Officer, Performance Lead and Technical Lead). The Administrator will report to the Chief Operating Officer.

## Key responsibilities and skills:

- Provide administrative support to the Chair and Exec team – including minute-taking, preparing presentation and reports, diary management
- Organise Board and other meetings, as required
- Liaise with internal and external contacts regarding financial matters, to ensure smooth management of invoicing and payments
- Direct enquiries or issues to the appropriate individual so that resolution can be prompt
- Assist with the creation of budgets, forecasts and monthly financial reporting, in line with BBF and UK Sport requirements
- Assist with compliance requirements (UK Sport Organisational Health/ UK Anti-Doping etc.)
- Transition documentation from Dropbox to Microsoft 365 and across other platforms as required



## **Service Specification:**

- Proven significant experience in Administrative/Executive Assistant capacity working with multiple executives.
- Excellent interpersonal and communication skills (service orientation)
- Ability to work with minimum supervision
- Comfortable with a fast-changing environment

## **Service Details**



### **Time Commitment**

This is a full-time Contract

### **Remuneration**

Up to £30k

### **Location**

Remote working

### **Term**

This is a 12-month Fixed-Term External Service Contract suited to a self-employed individual or agency.



# Recruitment Timeline



## How to apply

We are keen to secure the interest of individuals from a wide range of backgrounds with varied professional and lived experience. We warmly welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

To apply, please send CV and covering letter demonstrating how you meet the stated criteria and why you are motivated to join the British Basketball Federation to: [recruitment@gb.basketball](mailto:recruitment@gb.basketball)

Please note the closing date for applications is midnight **Wednesday 19<sup>th</sup> April 2023.**

**THANK  
YOU**

