



Norwood Basketball Club Inc

531 Lower North East Road

Campbelltown SA 5074

Email: admin@norwoodbasketball.com.au

Phone: 8165 0398

Job Title:

Association Integrity Support Officer

Job Summary:

Adelaide Community Basketball Association (ACBA) and Norwood Flames Basketball Club are seeking an Association Integrity Support Officer to ensure the implementation of child safety practices as adopted by Basketball South Australia (BSA). The officer will also assist the NWD Coaching Director in ensuring that all volunteers have the necessary documentation and support the development and maintenance of club structures, including the constitution and policies.

20 hours per week on a casual basis. Reporting to the ACBA Competition Manager and Norwood Basketball Club Operations Manager.

Key Responsibilities:

- o Child Safety Implementation: Assist ACBA clubs in implementing child safety practices in accordance with the guidelines and policies set forth by BSA.
- o Volunteer Documentation: Work closely with the NWD Coaching Director to ensure that all volunteers within Norwood Flames Basketball Club have the required documentation, such as Working with Children Checks, police clearances, and appropriate certifications.
- o Club Structure and Policies: Support the development, maintenance, and implementation of club structures, including the constitution and other policies that govern the operations of ACBA clubs and Norwood Flames Basketball Club.
- o Compliance Monitoring: Regularly monitor and evaluate club activities to ensure adherence to child safety practices and relevant policies.
- o Training and Education: Collaborate with relevant stakeholders to organize training sessions and workshops for club members, volunteers, and staff on child safety practices and other related topics.
- o Reporting and Documentation: Maintain accurate records, prepare reports, and document compliance-related activities, incidents, and resolutions as necessary.
- o Support and Guidance: Provide guidance and support to ACBA clubs and Norwood Flames Basketball Club regarding child safety matters, club structures, and policy implementation.
- o Liaison with BSA: Act as a point of contact and liaison with Basketball South Australia to stay updated on child safety requirements and guidelines and ensure compliance with BSA standards.
- o Liaison with Norwood Basketball Club Child Safety and Member Protection Officer as well as the Member Protection committee.



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Qualifications:

- o Previous experience in a similar role involving child safety implementation, club governance, or policy development is preferred.
- o Strong knowledge and understanding of child safety practices, particularly in a sports or community organization setting.
- o Excellent organizational and communication skills to effectively collaborate with various stakeholders.
- o Familiarity with legal and regulatory requirements related to child safety and volunteer management.
- o Ability to work independently, prioritize tasks, and manage multiple responsibilities.
- o Strong attention to detail and a commitment to ensuring compliance and maintaining accurate records.
- o Knowledge of club structures, constitutions, and policies would be beneficial.
- o Relevant certifications or qualifications in child safety, club governance, or related fields are desirable.

Requirements:

- o Current Working With Children Check
 - o Current South Australian Police Check
 - o Response to Abuse and Neglect
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