



BASKETBALL ASSOCIATION OF SINGAPORE

Singapore Basketball Centre, 601 Aljunied Crescent, #01-04, Singapore 389862
Tel: (65) 6743 8425 Fax: (65) 6743 8426 Website: www.bas.org.sg

Job Title: Pathways Senior Executive / Manager

Reports to: CEO

Purpose Statement

The Pathways Manager (PM) will be a suitable qualified and experienced person who will work closely with the CEO of the Basketball Association of Singapore (BAS) in carrying out the youth development and sport participation plans. These would form part of the multi-year sport plan for the developing the sport of Basketball. Most importantly, the Pathways Manager must be able to work with the schools, institutions, IHLs, youth coaches, youth athletes, community and grassroots mass participation partners to curate the pathways development plan to achieve success at various development level.

The Pathways Manager must be able to reach out to the sport participation stakeholders, sieve out talented youth players and ensure that these talented youth players are getting good quality daily training environment as much as possible. The Pathways Manager will also be in charge of organising tournaments, or leagues, to provide sport participation competitions opportunities for pathways development.

The Pathways Manager must therefore have experience or clear understanding in sport development, sport management, sport events organising, and competent in pathways development leading towards high-performance sport environment. He/she should have good communication & good people relationships management skills. To this end, he/she must display initiative, and have highly developed planning and organizing skills, as well as the ability to work independently and harmoniously in a team environment.

The Pathways Manager must agree to the BAS's vision and mission statement.

Principal Accountabilities

Liaison/coordination

1. The Pathways Manager will co-ordinate and provide administrative support to the BAS's meetings, including Board meetings.
2. The Pathways Manager will be required to prepare the multi-year sport plan and be able to articulate the basketball pathways development plans when required.

Sport Development - Youth Development and Sport Participation

3. Promote the sport of Basketball (both 5v5 and 3x3) to increase the overall participation.
4. Collaborate with various key strategic partners to implement pathways development and sport participation strategies, and to run programmes to inspire and unite the nation through Basketball.



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5. Collaborate with strategic partners to promote the sport participation and increase the number of participations nationwide.
6. Provide support for the events and competitions organised by BAS.
7. Provide support to BAS's endorsed stakeholders' events.
8. Ensure all collaboration agreements be duly signed.
9. Responsible for upkeeping a database of talented young players and coaches and, as much as possible, ensure that these talented players are receiving good trainings and exposed to quality competitions.
10. Responsible for timely submission of reports relating to the youth development and sport participation plans to Sport Singapore including periodic reports, progress of initiatives and activities, competitions reports and results as and when required.
11. Draw up annual calendar of events.
12. Prepare yearly budgets for all tournaments, events and other related activities.
13. Prepare and submit annual report for all sport participation and pathways development achievements.
14. Work closely with CEO and the volunteers to ensure smooth running of events.
15. Procure facilities, services and equipment in accordance with Basketball Association of Singapore guidelines.
16. Provide feedback and revise plans as and when required.

Coaching & Development

17. Plan and ensure youth and development coaches attend BAS's coaching courses.
18. Upkeep the youth and development coaches' database and particulars for future reference.
19. To work closely with the National Coaches and High-Performance Manager to assist in coordinating the development of youth training policies and programmes, including the Selection Policy, Anti-Doping Policy, Disciplinary Policy etc, to produce and to maintain the documentation of these Policies.
20. Act as Anti-Doping Officer and Safe Sport Ambassador.

Other Duties

21. Carry out any ad hoc duties as assigned by the CEO.
22. Attend all meetings and prepare meeting minutes if required.

Job Specification

23. Qualifications: Recognised University Degree / Diploma relevant to Business / Marketing / Law / Events / Sport Management / Sports Coaching or any sports or basketball / FIBA related qualifications.
24. Experience: Experience in preparing funding submission and justification is essential. Professional sport management experience is an advantage.
25. Skills & Knowledge: Strong people management skill, Information Technology savvy, good in communication, negotiation skill, financial management and planning skills are essential. Good knowledge of the infrastructure of the Sport Singapore, Singapore National Olympic



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Council and National Sports Association is important. Background working in Sport Singapore / ActiveSG / SDG / SSI / NYSI / NSA or local sport club / academy before will be an advantage.

26. Personal Qualities: Good interpersonal and effective oral and written communication skills are required. Ability to provide leadership, motivation and to work effectively with limited supervision is essential.
27. Highly motivated, energetic, objectives oriented and results-driven individual is preferred.
28. Experience playing any sport at the elite level or national team before will be an advantage.

This job description is not to be regarded as exclusive or exhaustive. It is an outline indication of the areas of responsibilities & relevant activities that the incumbent would be engaged in, and may be amended from time to time to align with the changing needs of BAS.

If you are ready to be part of a vibrant and dynamic team that promotes the growth of basketball in Singapore, we want to hear from you! Send your resume and a cover letter detailing your relevant experience and passion for the role to Leon_Neo@bas.org.sg now! Please note that only shortlisted candidate will be invited to an interview.

Join us in making a difference in the basketball community!

Please send in your CV to Leon_Neo@bas.org.sg . Thank you!