



## **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](http://www.bas.org.sg)

Job Title: Pathways Senior Executive / Manager

Reports to: CEO

### **Purpose Statement**

The Pathways Manager (PM) will be a suitably 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 developing the sport of Basketball. Most importantly, the Pathways Manager must be able to work with the schools, institutions, IHLs, academies and clubs, BAS strategic partners, youth coaches, youth athletes, parents, and grassroots mass participation partners to curate the pathways development programmes to achieve success at various development levels.

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 a good quality daily training environment as much as possible. The Pathways Manager will also be in charge of organising youth tournaments or leagues to provide sport participation and competition opportunities for pathways development.

We are looking for a team player who is responsible, committed, and passionate about developing Basketball. The Pathways Manager must therefore have experience and a clear understanding of youth sport development, sport management, sports event organising, and be competent in pathways development leading towards a high-performance sport environment. He/she should have good communication & people management skills. To this end, he/she must display a good attitude and take initiative, be highly dependable with good 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 coordinate 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 overall participation.



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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.
5. Collaborate with strategic partners to promote sport participation and increase the number of participants 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 are duly signed.
9. Responsible for upkeeping a database of talented young players and coaches and, as much as possible, ensuring that these talented players are receiving good training and exposed to quality competitions.
10. Responsible for the 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 an annual calendar of events.
12. Prepare yearly budgets for all tournaments, events, and other related activities.
13. Prepare and submit an annual report for all sport participation and pathways development achievements.
14. Work closely with the CEO and the volunteers to ensure the smooth running of events (fundraising, training camps, etc).
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. To conduct coaching courses for different levels of coaches.
18. To ensure all coaching courses run smoothly, including the registration process, booking of venues, arranging of instructors, booking of exams, processing of claims, and communications to all stakeholders, etc.
19. To maintain a database of all local coaches, and monitor and manage coach development programmes.
20. Plan and ensure youth and development coaches attend BAS's coaching courses.
21. Maintain the youth and development coaches' database and particulars for future reference.
22. 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, Integrity Declaration, etc, to produce and maintain the documentation of these Policies.
23. To be the liaison person between BAS and CoachSG to manage all relevant coaching accreditation works and the coaching courses' curriculum.
24. Act as Anti-Doping Officer and Safe Sport Ambassador.
25. To process all payments and billings promptly.



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### Other Duties

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

### Job Specification

- 28. Qualifications: Recognised University Degree / Diploma relevant to Business / Marketing / Law / Events / Sport Management / Sports Coaching or any sports or basketball / FIBA related qualifications.
- 29. Experience: Experience in preparing funding requests, submissions, and justification is essential. Professional sport management experience is an advantage.
- 30. Skills & Knowledge: Strong people management skills, Information Technology savvy, good communication skills, negotiation skills, financial management, and planning skills are essential.
- 31. Good knowledge of the infrastructure of Sport Singapore, the Singapore National Olympic Council, and the National Sports Association is important. Background working in Sport Singapore, NSA, or a local sport club/academy before will be an advantage.
- 32. Personal Qualities: Good attitude towards work. Must be very responsible and dependable. Good interpersonal skills and effective oral and written communication skills are required. He/she must be willing to take in feedback. The ability to provide leadership, motivation, and to work effectively with limited supervision is essential.
- 33. A highly motivated, open-minded, energetic, passionate, objective-oriented, task-oriented, and results-driven individual is preferred.
- 34. Experience playing any sport at the elite level or on a national team before will be an advantage.
- 35. Those who are looking to work in a well-structured corporate environment, a typical 9-5 office job, **need not apply**.

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 have what it takes and 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](mailto:Leon_Neo@bas.org.sg) now! Please note that only shortlisted candidates will be invited to an interview.

Join us in making a difference in the basketball community!