



## **Women's British Basketball League (WBBL) General Manager**

### **Organisation Profile**

The Women's British Basketball League (WBBL) was founded in 2014 with the aim of creating a high-quality professional women's league in the UK.

There are 12 franchises in major towns and cities across the nation.

Franchise development is at the fore of the league's strategic intentions, in order to bring top-level basketball to as many people as possible.

WBBL clubs are increasingly built on the foundations of strong community programmes. Whilst providing positive role models for young people, clubs are also actively involved in developing the next generation of British basketball players and promoting the sport, and associated healthy lifestyles, to young people in their localities.

The WBBL is a key partner in the development of basketball in Britain whilst also providing somewhere for local people to pick up a basketball in the constituencies of WBBL clubs. The WBBL consider the national governing body, the British Basketball Federation, and all the Home Nation Governing Bodies, to be prominent partners in the development of basketball in Britain.

In a pivotal move for the organisation, we are offering the opportunity to join an exciting, fast growing sport to play a pivotal role in the future development of the League. Ideally suited to an individual with a multi-disciplinary skillset, this role will oversee all aspects of the league's operations, driving the organisation and its member clubs to achieve ever higher performance whilst raising the commercial success and profile of the league.

To apply for this opportunity, please send your CV and a cover letter to [applications@bbl.org.uk](mailto:applications@bbl.org.uk)

Closing date – 24th February 2023

## Job Description

Job Title	General Manager
Location	Flexible (Home or Office based with requirement to attend meetings)
Responsible to	WBBL Board
Responsible for	N/A
Contractual Status	P/T, permanent
Salary	£25K per annum + bonus scheme + pension + expenses
Working Pattern	3.5 days per week (flexible working hours – see also Flexibility section in this Table)
Role Summary	<p>The General Manager will</p> <ul style="list-style-type: none"> <li>• Be responsible for professionalising all league operations</li> <li>• Take ownership of and development of the organisation’s business and financial plans</li> <li>• Maximise opportunities presented by the support provided by the BBL, in particular in relation to commercial and profile/reach opportunities</li> </ul>
Key responsibilities and main tasks and activities	<p>Be responsible for professionalising all league operations</p> <ul style="list-style-type: none"> <li>• Create, manage and monitor the annual league calendar</li> <li>• Devise a competition and fixture structure that meets the needs of the member clubs</li> <li>• Create minimum standards for clubs to adhere to (in consultation with and subject to the approval of the clubs)</li> <li>• Implement processes and procedures to monitor the performance of clubs against minimum standards</li> <li>• Report periodically to the WBBL board</li> </ul> <p>Take ownership of and development of the organisation’s business and financial plans</p> <ul style="list-style-type: none"> <li>• Regularly update the organic business plan based on consultations with stakeholders</li> <li>• Formulate a financial plan based on the business plan</li> <li>• Be responsible for all accounting and tax functions of the organisation</li> <li>• Produce monthly management reporting information including budgets, reforecasts and cash flow projections as necessary</li> <li>• Monitor the financial position, performance and risk profile of the clubs who compete in the competition</li> <li>• Undertake due diligence for prospective new franchises</li> <li>• Opportunity to be creative in your work and possibility to develop own ideas and concepts</li> </ul> <p>Maximise opportunities presented by the support provided by the BBL including governance and business transformation</p> <ul style="list-style-type: none"> <li>• Liaise with the BBL to identify where support provided by the BBL can be maximised to benefit the member clubs and the organisation, with particular focus on commercial and profile/reach.</li> <li>• Develop internal structures and governance to protect the interests of stakeholders in the long term.</li> <li>• Highlight and manage risk appropriately.</li> <li>• Develop, monitor and apply legislation, policies, and procedures relevant to the organisation.</li> </ul> <p>Other duties commensurate with the level of the post, as determined by the Board</p>

Flexibility	<p>The position carries a significant workload and in order to succeed you'll require commitment and flexibility.</p> <p>For instance, it's likely you'll have to work extra hours when major events are approaching. You will be required to attend external meetings with the media, clubs and others. The majority of our matches take place at weekends and you may be required to work out of hours to travel to matches and events as required</p>
General Information	<p>The General Manager will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> <li>• Making suggestions to improve the working situation within their area of work and in WBBL in general</li> <li>• Cooperating with measures introduced to ensure there is equality of opportunity in employment and equity</li> <li>• Complying with all aspects of WBBL's policies and protocols</li> </ul> <p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.</p>

## Person Specification

Specification	Description
Qualifications	<p><u>Essential:</u> N/A</p> <p><u>Desirable:</u> Degree or equivalent experience in business or finance related field</p>
Experience	<p><u>Essential:</u> At least three years' experience in a management environment Proven success in management including demonstrable success of delivering strategic objectives Proven success of managing/implementing policies, procedures and processes Experience of working in a sports organisation/the sports industry Proven Computer literacy</p> <p><u>Desirable:</u> Experience of growing a women's sport organisation</p>
Knowledge	<p><u>Essential:</u> Knowledge of UK regulatory environment</p> <p><u>Desirable:</u> An understanding of the sports business landscape An understanding of the sports funding system in the UK</p>
Skills and abilities	[Redacted]
Planning and Delivery	<p><u>Essential:</u> Self-starter, happy to work alone as well as part of a team Tenacity and drive Ability to manage multiple projects Ability to effectively prioritise and plan own workload and remain outcome orientated Flexibility to respond to external or internal changes, maintaining equilibrium and focus Ability to plan against a timeline and meet deadlines</p> <p><u>Desirable:</u> Familiarity with databases and project management tools and techniques</p>
Problem solving and decision making	<p><u>Essential:</u> Driven by results with a strong desire to succeed A positive approach to problem solving, decision making and dealing with a wide range of people including senior stakeholders Confident and comfortable negotiating with a variety of people at all levels</p> <p><u>Desirable:</u> Ability to remain calm and respond positively to challenging situations and difficulties</p>
Communications and influencing	<p><u>Essential:</u> Ability to influence people and use influencing skills to deliver results Ability to assert authority in order to meet agreed timescales and deadlines and to overcome problems Excellent listening skills Impressive communicator, able to present themselves well both verbally and in writing Excellent inter-personal skills, to liaise and build relationships with stakeholders, potential sponsors and partners as well as internal delivery team Ability to produce presentations and reports and present them as required</p>
Management and leadership	<p><u>Essential:</u> An active approach and willingness to get involved</p>

	<p>Ability to influence and engage  Ability to negotiate and deal with conflict  Ability to oversee and coordinate projects</p> <p><u>Desirable</u>  NA</p>
<p>Teamwork and personal  Impact</p>	<p><u>Essential:</u>  Charisma and personal presence  Ability to negotiate with and influence a range of people</p> <p><u>Desirable</u>  NA</p>
<p>Other</p>	<p><u>Essential:</u>  An understanding and commitment to equal opportunities  An understanding of and commitment to your individual responsibility to comply with Health &amp; Safety Policy and Welfare arrangements  The ability to be flexible and adaptable in performing tasks which are normally outside the job specification</p> <p><u>Desirable</u>  Willing to learn new skills where necessary to effectively undertake the role</p>