

**Terms of Reference
For
Development Manager**

Organization: Bhutan Badminton Federation
Requirement: One (1) Development officer

A. About Bhutan Badminton Federation

Badminton came into the country with the start of planned economic development and as Bhutan opened its doors to the outside world. Badminton is one of the most affordable sports and is accessible to most. It is an enjoyable healthy recreation and at the same time allows for the fostering of worthy values of discipline, healthy competition, and sportsmanship.

The Bhutan Badminton Association was formed in August 1994. In 1996, the Bhutan Olympic Committee approved the establishment of the Bhutan Badminton Federation (BBF), in place of the Bhutan Badminton Association. The BBF is governed by the provisions of the constitution of the Federation, which was ratified by the General Meeting of the Federation in August 1997 and by the Bhutan Olympic Committee, to whom the Federation is affiliated.

B. Job Offer:

A dynamic, motivated and results-oriented candidate to join our team as the **Development Manager**, on a full-time basis.

C. Objectives:

The aims and objective of recruiting the Development Manager will be primarily responsible for carrying out day to day office affairs, provide administrative support to the organisation and also to guide the coaches in implementing the strategic plan of the federation in consultation with the President and the Secretary General.

D. Scope of work

The Development Manager have to work in close consultation with the President and the General Secretary of the Federation. The Development Manager have to work as the main link between the BOC and the BWF/BA in ensuring that the development of badminton in the country is carried out as per the startegic plans of the federation. Further he will have to be inovative to bring in new ideas to further support in achieving the vision and mission of the federation

E. Specific tasks

The roles and responsibilities of the development manager shall include the following:

- Communicate, plan, coordinate and ensure implementation of the Strategic plan of the Bhutan Badminton Federation
- Assist and work closely with all the affiliated partners such as BOC, BWF/BA and other

relevant stakeholders for developing, implementing and supporting the work plans and activities of the Federation.

- Support and assist to ensure that the resources of the BOC, BWF/BA are being utilized effectively and efficiently and that badminton is reaching to the entire child in the country
- Support and assist the badminton club in delivering increased participation in identifying talented athletes at the international level with an aim to realizing high-performance outcomes in the future.
- Work closely with the Clubs and other stakeholders to enhance school and community sport
- Support the federation in improving their system management and also work to ensure relationships are maintained
- Develop appropriate policies and procedures to enable effective and efficient management and operation of the federation to ensure that they are up to the mark and able to deliver services
- Plan and implement information programmes on all events and activities of the federation
- Coordinate with the other divisions of the BOC and provide reliable information and services to ensure proper planning and management of the activities of the Federation
- Monitor and evaluate the impact and effectiveness of all activities and strategies of the federation
- Prepare budget proposals for all the activities and programs of the federation based on the strategic plans
- Advise the management team on all relevant issues and recommend strategies for addressing them.
- Recommend to the management team, new services, proposals and create new concepts for developing the sports
- Assist in preparing annual reports and other publications.
- Shall be accountable to the General Secretary, Bhutan Badminton Federation
- Carry out any other duties as may be assigned by the President/ General Secretary
- Carry out any other responsibilities within his/her technical field of competence as and when required
- Willing to work on weekends, public holidays and flexile time

F. Other skills required

- Fluency in English (written and oral)
- Sports passionate

- Excellent Command of key MS Office tools
- Experience in project management, event management or coordination
- Display as sense of responsibility, reliability, and proficiency
- Can make timely and sound decisions both individually and as part of a team
- Good knowledge and understanding of badminton
- Strong presentation and communication skills in both English and Dzongkha
- Ability to develop strong relationships with key partners
- Ability to work at odd hours and under pressure to meet strict deadlines.

G. Remuneration

For each whole month of his/her service to the Bhutan Badminton Federation, he/she shall receive monthly salary equivalent to the P5 level of the RCSC rules and regulation.

H. Conduct

Unless given advance permissions by the President/General Secretary, he/she will adhere to the latest version of the Service Manual of the Bhutan Badminton Federation

I. Qualification and Experience

The candidates applying for the job must be a minimum of Graduates having working experience in a similar profession, preferably in sports

J. Reporting requirement

The Development Manager is directly under the supervision of the General Secretary, where he/she will have to report to the General Secretary stating details of progress as on the reporting date and plan for the next programmes