



## Netball Administration Officer

11<sup>th</sup> August 2022

An exciting opportunity exists to join a community football and netball organisation committed to developing and extending its status as a quality organisation.

The Southern Football Netball League (SFNL) provides governance and strategic development for Football and Netball across the Southern region of Melbourne. We are seeking an enthusiastic and motivated self-starter to join our team as the Netball Administration Officer for a 12-month contract period.

This dynamic role will oversee the delivery of the Springvale and District Netball Association (SDNA) junior competition at the Rowan Road, Dingley Village netball courts.

Reporting to the SFNL Netball Operation Coordinator, the successful applicant will require:

- Experience in developing and managing stakeholder relationships;
- Strong decision-making skills;
- Communication and presentation skills;
- Experience in Netball and/or Competition Management; and
- An ability to work autonomously whilst maintaining a strong team ethos.

To be considered for the position please submit the following:

- A cover letter;
- A current resume; and
- A written response to the key selection criteria.

Your written response should demonstrate that you possess the essential knowledge, skills and experience that are relevant to the role, which enable you to deliver the key accountabilities of the position.

Written applications must be received by email via [lee.hartman@sfnl.com.au](mailto:lee.hartman@sfnl.com.au).

Applications close at **5:00pm** on **Monday 22<sup>nd</sup> August 2022**.

For further information about the role after reading the position description, please contact **Lee Hartman** on the above email



## POSITION DESCRIPTION

<b>Position:</b>	<b>Netball Administration Officer</b>
<b>Work Area:</b>	<b>Netball Operations</b>
<b>Responsible To:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Reports To:</b>	<b>Netball Operations Coordinator</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• SFNL Board;</li> <li>• SFNL Staff;</li> <li>• Netball Victoria;</li> <li>• SFNL Club Officials and Volunteers;</li> <li>• Springvale District Netball Association (SDNA); and</li> <li>• City of Kingston Council; and</li> <li>• Other Key Stakeholders.</li> </ul>
<b>Employment Status:</b>	<p>12-month contract with an approximate 20 to 25 hours work per week.</p> <p>Will include weekend during the seasons (Saturday mornings from 7:30am to 12:30pm) and evening work as required.</p>

### Overview of Role

The Netball Administration Officer is responsible for the smooth operation of the Springvale District Netball Association (SDNA) competition.

Reporting to the SFNL Netball Operations Coordinator, this role has four key focus areas:

1. To efficiently run Netball competitions for the Springvale and District Netball Association (SDNA);
2. To design and implement a netball umpire program for SDNA umpires;
3. To plan for and sustain growth in SDNA Netball participation; and
4. To work with all Stakeholders to deliver desired outcomes.

Other duties requested by the SFNL and the SDNA committee may also be required from time to time.

The role requires a willingness to establish and maintain strong collaborative working relationships with affiliated Clubs and other stakeholders.

The role is a 12-month contracted position.

### Our Vision

The SFNL will be recognised as a quality deliverer of community-based sport and an organisation that conducts itself in a manner that meets the contemporary expectations and values of the communities within which it operates.

### Our Mission

The SFNL will be a custodian and effective promoter of the code and culture of Australian Football and Netball to communities in the south-eastern region of metropolitan Melbourne. The SFNL will effectively facilitate participation in Australian Football and Netball and assume responsibility for the local health, development and image of the game.

### Our Values

- Trust
- Accountability
- Inclusiveness
- Innovation

### People Objective

- Provide our people with professional development opportunities to grow their knowledge and skills
- Succession planning for staff

## KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In some cases, a duty will necessitate consultation with the Netball Operations Coordinator.

### 1.0 Administration

- Ensure the SDNA Netball By-Laws and competition rules remain appropriate and are effectively maintained and enforced.
- Manage the Safeguarding Children and Young People legislation across the SDNA competition.
- Advise the Finance Manager to raise invoices for costs and assist in the issuing of accounts and follow up on accounts receivable.
- Ensure all Netball Victoria registrations are processed accordingly (through Clubs and individuals).
- Maintain a record of the collection of member fees.

- Make weekly payments to appointed umpires, umpire mentors, court supervisor and first aid officer through applicable League accounting software (Xero).
- Order all match-day paperwork (Score Sheets, where applicable) and ensure all Clubs have the necessary paperwork prior to the commencement of the season.
- Co-ordinate booking of courts for training and external groups.
- Report to the SDNA Committee on a monthly basis and attend meetings as required.
- Collect mail from the post office (Dingley Village) when required.

## 2.0 Competition Management

- Liaise with affiliated Clubs, the umpires and stakeholders to maintain effective working relationships.
- Provide timely advice, training and support to Clubs to ensure that each remains competent and viable.
- Oversee and maintain the SDNA netball database of player and team details through 'Netball Connect'.
- Create all competitions and fixtures in Netball Connect.
- In consultation with the SDNA Committee, deliver a graded junior netball competition for all ages and standards of netballer and amend any grades and/ or fixtures accordingly.
- Prepare scoresheets for all scheduled matches.
- Maintain a record of all games played.
- Ensure all coaches and umpires are appropriately accredited.
- Identify and organise training and education for umpires and coaches.
- Oversee the umpire rostering and allocation to games based on their skill level and grade.
- Co-ordinate trainee umpires with mentors to the betterment of their experience and development.
- Arrange for weekly results to be processed, circulated to the media and presented on the relevant media channels.

## 3.0 Match Day Operations

- Set up clubroom and check changerooms for supplies for the match day.
- Display QR codes and COVID Safety signs as required and ensure hand sanitiser is available.
- Open first aid room and ensure ice is available for first aid.
- Replenish any first aid supplies when necessary.
- Open umpires changeroom, set up umpire area and provide umpire availability forms.
- Display umpire roster and ensure all games covered.
- Check all match netballs are inflated correctly and available for umpires to take to the courts.
- Establish and oversee the rubbish bin roster for clubs (to put out and bring in).
- Answer general enquiries, including those on the By-Laws, and make decisions on court and weather suitability for play.
- Enter results from scoresheets to Netball Connect.
- Ensure the clubrooms, office and facilities are locked up at the end of the day's play.

## 4.0 Finals Series

- In conjunction with the Netball Operations Coordinator and the SDNA Committee, plan and co-ordinate the Finals Series.
- Produce a running sheet for the Grand Finals.
- Assist the SDNA Committee with presentation and trophies for the Grand Finals.

## 5.0 Marketing & Events

- Contribute to the Website and Social Media platforms to promote Netball in the region.
- In consultation with the Commercial and Events Manager, maintain all current business relationships and ensure all agreed commitments relating to Netball sponsorship are fulfilled.

**NOTE:** This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

### Key Selection Criteria

1.	Good understanding of Netball.
2.	Well-developed people skills including the ability to develop and foster relationships with a wide range of Stakeholders.
3.	Excellent verbal, written communication skills with presentation experience.
4.	Demonstrated ability to meet deadlines and manage time effectively.
5.	Demonstrated problem-solving skills.
6.	Demonstrated personal initiative with the ability to work both independently and as part of a team.
7.	A preparedness to work weekends and willingness to work flexible hours.
8.	Developed IT skills and good knowledge and use of Office 365 products, Word, Excel, Outlook etc..
9.	Ability to maintain website and social media platforms.
10.	A genuine interest in netball with a desire to lead growth and further development of the sport in the Region.
11.	Current Netball Victorian Membership.
12.	Valid Working with Children Check.
13.	Current Victorian Driver's license.
14.	Preferably hold an Umpire A, B or C grade badge. (not critical)