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Inc. No: A0052503J

ABN: 81 295 351 439

RSEA Park, 32-60 Linton St
Moorabbin VIC 3189

PO Box 1018

Moorabbin 3189

Phone: (03) 9553 5644

Netball Operations Co-Ordinator

The Southern Football Netball League (SFNL) provides governance and strategy development for Football and Netball across the Southern region of Melbourne. We are seeking an enthusiastic and motivated self-starter to join our team in as the Netball Operations Co-Ordinator.

This dynamic full-time role plays an integral role in delivering Netball competition management for the growing Football Netball competition in the region with over 120+ teams

Reporting to the General Manager - Operations, 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.

If this sounds like a position for you, please email a cover letter and your resume to the General Manager - Operations, Josh Rhodes at the SFNL
josh.rhodes@sfnl.com.au

Applications close **Monday 18th March 2024**.

POSITION DESCRIPTION

POSITION TITLE	Netball Operations Co-Ordinator
REPORTS TO	General Manager - Operations
DEPARTMENT	Operations

Our Purpose
Providing inclusive football and netball participation to our community

Our Values	Key Focus Areas
<ul style="list-style-type: none">• Trust• Growth• Belonging• Accountability	<ul style="list-style-type: none">• League & Club sustainability• Participation• Facilities• Governance & our people

Overview of Role
<p>Reporting to the General Manager – Operations, this role has three key focus areas:</p> <ol style="list-style-type: none"> 1. To efficiently run Netball competitions for the League; 2. To plan for and sustain growth in League Netball participation; and 3. To work with all Stakeholders to deliver desired outcomes. <p>Other League based duties may also be required from time to time.</p> <p>This is a permanent full-time position.</p>

Netball Operations Co-Ordinator	
Responsible To:	Chief Executive Officer (CEO)
Reporting To:	General Manager - Operations
Direct Reports:	Head of Netball Umpiring (PT) + SDNA Netball Administration Officer, Match day staff
Key Relationships:	SFNL Board, SFNL Staff, Netball Victoria, SFNL Clubs, the SDNA & other key Stakeholders

KEY ROLES & RESPONSIBILITIES:

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

1.0 ADMINISTRATION

- Oversee the conduct of all Netball competitions, including the arrangement of fixtures and umpires.
- Work with the Head of Netball Umpiring to ensure umpires are appointed, panels created and Umpire pays processed.
- Coordinate and oversee the relevant Umpire Panels.
- Produce the Netball section of the SFNL Handbook and Annual Report.
- Arrange a Netball calendar of events and contribute to the SFNL Calendar.
- Assist in the issuing of accounts and follow up on accounts receivable.

- Assist Head of Netball Umpiring with weekly umpire payments.
- Compile a list of Club contacts to be included in the Handbook and maintain contacts database.
- Update Netball By-Laws annually.
- Manage relationship with Springvale & District Netball Association (SDNA) and shared tenancy of Dingley facility.
- Ensure all Netball Victoria registrations are processed accordingly (through Clubs & Individuals).
- Order all match-day paperwork (Best & Fairest vote cards & envelopes, Score Sheets, where applicable) and ensure all clubs have the necessary paperwork prior to the commencement of the season.
- Call, prepare for and conduct Netball Club Meetings throughout the year and produce minutes of these meetings as required.
- Prepare grant applications and oversee resulting programs and initiatives as required.
- Maintain netball database of player details through “Netball Connect”.
- Prepare a budget with the CEO for the Netball Competition to assist with setting team registrations, participant & umpire fees.

2.0 STRATEGY

- Survey clubs, officials and players to provide data to be utilised in the development of strategic plans and management procedure.
- Arrange and develop Club Education and Training programs identified as necessary.

3.0 OPERATIONS

- Liaise with affiliated clubs, the umpires and affiliated bodies to maintain effective working relationships.
- Make recommendations to the General Manager - Operations for rule changes and adaptations.
- Arrange for weekly results to be processed, circulated to the media and presented on the relevant internet sites and any issues dealt with.
- Enforce penalties (including fines, loss of premiership points, etc) as prescribed in the By-Laws.

- Oversee all netball data entry in Netball Connect.
- Ensure all coaches & umpires are appropriately accredited.
- Co-ordinate any coaching, umpire and officials' courses run by Netball Victoria in the area.
- Organise all Best & Fairest Presentations for all grades.
- Order all trophies and medals for premiers, best & fairest and team of the year (if applicable).

4.0 FINALS

- In conjunction with the General Manager - Operations, plan and co-ordinate the Finals series.
- In consultation with the CEO, negotiate the usage and management of venues and facilities with local council and related bodies.
- Ensure all finals venues are in-keeping with Netball Victoria guidelines and reserved, where necessary.
- Confirm all equipment for finals – fencing (if necessary), sponsor signs, Public Address system, goal post padding, scorers tables, score boards, score sheets, umpire's room.
- Produce running sheet for Grand Finals.

5.0 FUNCTIONS

- Plan and co-ordinate the league functions along with the Commercial and Events Manager.
- Co-ordinate a Representative Team uniform presentation night when required.

6.0 MARKETING & PROMOTION

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

KEY SELECTION CRITERIA

1.	A strong Netball or background in community sport.
2.	Experience in Netball and/or Competition Management (desired but not mandatory).
3.	Well-developed people skills including the ability to develop and foster relationships with a wide range of Stakeholders.
4.	Excellent verbal, written communication skills with presentation experience.
5.	Experience and skills in developing & conducting presentations, events, etc.
6.	Demonstrated ability to work flexible hours, with excellent time management and prioritising skills.
7.	Demonstrated ability to work both independently and as part of a team to achieve KPI's.
8.	Ability & willingness to work weekends, often for several weeks straight during peak periods (e.g. finals).
9.	Demonstrated high level of organisational skills.
10.	A genuine interest in netball, with a desire to lead growth and further development of the sport in the Region.
11.	Current Driver's license.
12.	Current Working with Children Check.

CONDITIONS OF EMPLOYMENT

Remuneration

A salary package will be negotiated with the successful applicant depending upon experience and skills.

An initial 3-month probationary period applies.

An annual review process regarding performance will be undertaken by the SFNL CEO.

Hours of Employment

The successful candidate will need to be flexible in regard to hours of employment. With particular reference to the football and netball season, weekend work and attendance at evening meetings will be required. The flexible hours of work is supported by the SFNL Time In Lieu Policy.