**Position Description – Competitions Co-Ordinator**

# Position Details

**Position Title:** Competitions Co-Ordinator

**Location:** Based at the Example Netball Association offices but may be required

to work and/or be based at other locations as necessary.

**Employment Type:** The role is a contract position until December 2020, with the possibility of future extensions and renewals.

**Hours:** The role will be 18 hours per week, alternate/extra time requirements may arise from time to time.

Required hours are as follows:

Saturday – alternating morning and afternoon Tuesday – 9am to 3pm

Friday – 9am to 3pm

# Remuneration: Position Summary

Primary responsibilities of this position will include the administration and data entry of all Example Netball Association competitions which include:

* Primary Saturday
* Monday GO
* Mid Week Ladies (Tuesday/Wednesday/Thursday)
* Thursday Evening (Ladies and Mixed)
* Other programs (i.e clinics, special events) from time to time

# Reporting Line

This role will report to the General Manager.

# Organisational Accountabilities

Example Netball Association is committed to the health, safety and wellbeing of its staff. Example Netball Association and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy practices. Example Netball Association also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

# Key Accountabilities

1. Undertake administration tasks associated with the successful conduct of Example Netball Association competitions including:
   * Ensure Fixturing is accurately completed in a timely manner;
   * Accurate and timely data entry into MyNetball for all Example Netball competitions;
   * Provide reports and advice to the Grading Committee;
   * Respond to general enquiries;
   * Assist with Team / Club Requests that may arise from time to time (including forfeit notifications);
   * Provide reports, support and advice to the General Manager as required.
   * Complete appropriate tasks to successfully conduct the competitions conducted by Example Netball.
2. Act as Competition Convenor for the Premier Competition (Saturday) in conjunction with Umpire Co- Ordinator.
3. Provide reports, support and advice to the General Manager as required.
4. Other duties as directed by the General Manager
5. Maintain a positive relationship with stakeholders including ;
   * Example Netball Management, Staff & Board.
   * Example Netball Clubs
   * Stadium Management & Staff
   * Stadium Netball Volunteers
   * Commercial supporters
   * Players, Coaches, Officials and Volunteers
   * Other associated Organisations, Schools and Interested parties

# Key Selection Criteria

1. Demonstrated recent experience in an administration role.
2. Have strong customer service and administration skills.
3. Understanding of sport associations, netball in particular an advantage
4. High level of attention to detail
5. Effective oral and written communication skills.
6. Have strong computer skills with a strong knowledge of the Microsoft Office Suite.
7. Strong time management skills and problem solving skills with the ability to work autonomously.
8. Understanding of MyNetball would be an advantage.
9. Must have or prepared to obtain a Working with Children Check.

# Qualifications

Ideally the person fulfilling the role will possess a background in sport / recreation administration or similar roles.