**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** |  **Records (MyNetball) Administrator** |
| **Reports to:** | Executive & General Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

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| **Primary Purpose of Position** |
| * Effectively manage and administer the Association’s and their respective club’s membership. This may include close liaison with Netball Vic through MyNetball database system
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| **Key Responsibilities**  |
| * Develop and maintain strategies for the ongoing expansion of the membership base
* Develop proposal for membership fees and arrangements for the upcoming season for consideration by the General Committee
* Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner
* Ensure all Players, Coaches & Umpires have registered and paid their Netball Victoria Registration prior to Round One
* Create and maintain the Online Registration Products and Form
* Communicate to members the registration process
* Be available to assist in any registration queries from Players, Umpires & Coaches
* Process registrations as required by all members
* Complete Transfers/Clearances for new players to the organisation
* Maintain member details and roles as required by My Netball database system
* Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual Meeting
* Provide membership packages to all members including Life Members
* Provide all member details to the Secretary to maintain in the relevant database systems
* Implement Privacy Act regarding all membership information
* Check email account on a daily basis for updated registration information
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| **Knowledge, Skills & Abilities** |
| * Computer literate
* Good communication and interpersonal skills
* Well organised and able to work under pressure, especially at the beginning of each season
* Report writing skills for General Committee reports
* Knowledge of the club membership packages and external requirements (e.g.: Netball Vic member fees etc.)
* Knowledge of MyNetball or ability to learn
* Well organised and able to work in an orderly manner
* Able to relate to a diverse group of individuals
* Ethical, honest and trustworthy
* Dedicated Association or Club person
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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