**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:** | **Welcoming Officer** | | |
| **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** |
| * Be a welcoming and positive influence at your Association, League or Club for all members |

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| **Key Responsibilities** |
| * Be proactive in encouraging underrepresented groups and diverse communities to your Association, League or Club * To support individuals and families from underrepresented communities when they enquire and/or join your Association, League or Club. * To provide feedback for Netball Victoria to improve their inclusive program and outcomes for underrepresented groups and diverse communities * To be approachable and visible for new members and their families * Ensure your organisation is prepared by encouraging them to adopt the Netball Australia, Netball Victoria Inclusion Policies, Member Protection Policy and up to date and inclusive bylaws |

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| **Knowledge, Skills & Abilities** |
| * Good people skills * Sincere & respectful and treat everyone equally and fairly * Good communicator and listener * Genuinely interested in growing participation at the organisation * Able to build relationships with service providers, social workers, council employees who work with newly arrived communities |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |