

POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.

Position Title:	Design Assistant		
Department:	Commercial	Reports to:	Design & Brand Specialist
Location/s:	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052	Direct Reports:	NIL
Classification:	Assistant		
Employment Status:	Part Time (0.4 FTE or as agreed)		
Salary Package	As agreed in contract of employment		
Employment Conditions	<p>Netball Victoria's office hours are Monday – Friday, 9:00am – 5:00pm.</p> <p>NV offers a hybrid work environment, where employees can work from both the office and home.</p> <p>Staff are employed in accordance with the terms and conditions outlined in their contracts.</p> <p>Due to the nature of this role in sport after hours and weekend work (regular availability) is essential.</p>		
Netball Victoria	<p>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.</p> <p>Netball Victoria exists to improve people's lives. Our core values of: <i>'We empower each other', 'We strive to go beyond existing barriers', and 'We are leaders'</i> – inform who we are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO, COO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services, People & Capability, Community, Stakeholder Relations, Finance, and Communications, Marketing and Partnerships.</p>		
Commitment to Child Safety	<p>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</p> <p>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.</p> <p>Netball Victoria Commitment to Safeguarding Children & Young People</p> <p>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.</p>		

Primary Purpose of Position

The primary purpose of this role is to develop, design and create related marketing material for Netball Victoria and Melbourne Vixens brands both internally and externally. Working with Netball Victoria's Design & Brand Specialist to create and communicate ideas that inform, inspire and captivate the Netball Victoria and Melbourne Vixens community.

Key Responsibilities

Accountabilities	Overview of Tasks
Brand & Marketing	<ul style="list-style-type: none"> • Apply consistent brand and campaign guidelines in conjunction with the Design & Brand Specialist, to ensure application of Netball Victoria and Melbourne Vixens branding, imagery and logo used across all mediums, including but not limited to social media, website, merchandise, digital advertising, signage and all other publications. • Assist in the design and creation of marketing material associated with Netball Victoria / Melbourne Vixens. • Develop Innovative ideas and concepts that can be delivered across the organisation. • Assist with briefing photography, photoshoots and management of the photo library as required.
Design	<ul style="list-style-type: none"> • Design Netball Victoria and Melbourne Vixens promotional activity including but not limited to; eDMs, social tiles, promotional tiles, advertising tiles, print, display advertising, signage, merchandise, integrated marketing activity with partners, planning documents, various working templates etc. constantly working with relevant departments to gather required information and material. • Initiate new design concepts and also adapt agency artwork for specific purposes, coordinating internal feedback prior to finalising artwork. • Adaptation and implementation of third-party brands into workable campaigns for Netball Victoria and Melbourne Vixens (for example Woolworths NetSetGo). • Create and disseminate templates internally and to Associations/Clubs that support consistency in branding and representation of netball.
Associated Duties	<ul style="list-style-type: none"> • Assist in the coordination of marketing materials including signage, banners, contra product, promotional giveaway items and printed collateral for Netball Victoria, Melbourne Vixens and sponsors. Where required designing and updating materials. • Other marketing and commercial team support as required.
Contribute to Workplace Culture	<ul style="list-style-type: none"> • Be committed to, and always displaying behaviours consistent with Netball Victoria's values, which include empowering each other, striving to go beyond existing barriers, and being leaders. • Be open minded and embracing of Netball Victoria employees, communities, and stakeholders. • At all-times contribute to a safe and healthy workplace • Embrace Learning and Development

Qualifications, Experience & Skills

- Relevant tertiary qualification in graphic design, visual communication or similar discipline (suit recent graduate or currently completing)
- Interest and knowledge of netball (*desirable*).
- Strong knowledge in design software, including Adobe Illustrator, InDesign, Photoshop, Acrobat. Premiere and After Effects effect a bonus.
- Excellent communication (written & verbal) and presentation skills.
- Desire to continue to grow skill set with ongoing mentoring and education.
- A high level of attention to detail.
- Demonstrated capacity to autonomously determine and work to deadlines with a “can-do” attitude.
- Strong organisational skills, time management and the ability to work well under pressure on a variety of tasks.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.