

# POSITION DESCRIPTION

*Netball Victoria exists to improve people's lives.*



<b>Position Title:</b>	<b>Media &amp; Communications Assistant (CASUAL)</b>		
<b>Department:</b>	<b>Community</b>	<b>Reports to:</b>	VNL Lead
<b>Location/s:</b>	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052	<b>Direct Reports:</b>	Nil
<b>Classification:</b>	Assistant		
<b>Employment Status:</b>	Casual		
<b>Salary Package</b>	As agreed in contract of employment		
<b>Employment Conditions</b>	<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><b>Due to the nature of this role in sport after hours and weekend work (regular availability) is essential.</b></p>		
<b>Netball Victoria</b>	<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'</i>, <i>'We strive to go beyond existing barriers'</i>, and <i>'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 &amp; Facilities Development, Member Services, People &amp; Capability, Community, Stakeholder Relations, Finance, and Communications, Marketing and Partnerships.</p>		
<b>Commitment to Child Safety</b>	<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 <a href="https://vic.netball.com.au/child-safety-netball">https://vic.netball.com.au/child-safety-netball</a></p> <p><b>Diversity and Inclusion</b></p> <p>We are proud to be an equal opportunity employer, embracing diversity in all forms. We encourage applications from individuals of all backgrounds, including First Nations and Torres Strait Islander peoples, culturally and linguistically diverse individuals, and the LGBTQ+ community.</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><b>Netball Victoria Commitment to Safeguarding Children &amp; Young People</b></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

Provide support to Netball Victoria's Media and Communications and Competitions teams to drive coverage and audience engagement with the Victorian Netball League. Primary duties include:

- Researching and writing articles for digital platforms;
- Posting match day content to social media channels; and
- Liaising with clubs, players, coaches and key competition stakeholders including broadcast partners.

### Key Responsibilities

Accountabilities	Overview of Tasks
<b>Media and Communications</b>	<ul style="list-style-type: none"> <li>• Attend VNL rounds at the State Netball Centre, Parkville, on Wednesday evenings to capture and post engaging match day social media content</li> <li>• Research and write articles for Netball Victoria (NV) website, including but not limited to round previews and wraps, match reports and feature stories</li> <li>• Engage with NV Competitions team, clubs, players and coaches to identify and deliver engaging stories for NV website and social platforms</li> <li>• Support clubs and individuals in their dealings with the media</li> <li>• Perform the role of videographer and photographer as required</li> </ul>
<b>Digital</b>	<ul style="list-style-type: none"> <li>• Promote VNL livestream on NV social media channels and external broadcast partners</li> <li>• Produce copy for e-communications and assist with updating relevant websites as required</li> </ul>
<b>Contributing to Workplace Culture</b>	<ul style="list-style-type: none"> <li>• Be committed to, and always, display behaviours consistent with Netball Victoria's values.</li> <li>• Be open minded and embracing of Netball Victoria employees, communities, and stakeholders.</li> <li>• At all-times contribute to a safe and healthy workplace</li> <li>• Embrace Learning and Development.</li> </ul>

### Qualifications, Experience & Skills

#### Essential:

- Relevant tertiary qualifications; Bachelor of Business - IT, Accounting, Computer Modelling, Science, Maths and or Analytics.
- Minimum 3 years' experience working as a data analyst.
- Experience in Database and CRM Management and integration with other systems.
- Experience in system integration and data transformation programs.
- Experience working with Data Lakes – MS Azure, Dynamics 365.
- Experience in using Qlik Reporting or experience in similar system.
- Experience in using Qualtrics or similar platform.
- Experience working with internal and external stakeholders and leading collaboration across multiple business units. The ability to navigate and engage across NV teams and the Executive will be critical in this role.
- Excellent communication and presentation skills.
- Advanced Excel and knowledge of Microsoft Office.
- A passion for Netball or Sport and an understanding of community sport would be advantageous.
- Valid Working with Children Check connected to Netball Victoria (or willingness to obtain)

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.