

POSITION DESCRIPTION

INSPIRING A LIFELONG LOVE OF NETBALL



Position Title:	Growth Development Officer - Ballarat	Date:	March 2026
Department:	Community	Reports to:	General Manager - Community
Location/s:	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052	Direct Reports:	Nil
Position Type:	Part Time (0.5 FTE – 19 hours per week)		

+ Being Part of Netball Victoria

Netball Victoria is a not-for-profit, member-based organisation and the peak body for netball in Victoria, affiliated with Netball Australia and governed by a volunteer Board.

Our purpose is to improve people's lives through netball. We live our values of 'We empower each other', 'We strive to go beyond existing barriers', and 'We are leaders'—guiding how we work individually and together.

The Executive Team includes the CEO, COO and General Managers across areas such as High Performance, Community, Commercial, Stakeholder Relations, Business Services, Member Services and People and Capability.

Working Conditions

This is a hybrid role primarily based in Ballarat, with work undertaken across program venues as required.

The role does not follow standard office hours and will involve regular evening and weekend work.

Staff are employed under the terms outlined in their contracts

The position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance objectives, measurements and expectations will be agreed with your manager.

+ Position Overview

The Growth Development Officer plays a key role in supporting and growing netball within the Ballarat region. They will support and deliver Netball Victoria competitions, development programs, participation initiatives, and provides guidance to clubs, schools, and volunteers.

+ Key Responsibilities

Competition Support & Delivery	<ul style="list-style-type: none">• Support the planning, delivery, and evaluation of localised Netball Victoria competitions.• Provide expertise in competition management systems such as Netball Connect.• Ensure competitions are safe, inclusive, and well managed.• Deliver NV endorsed programs such as NetSetGo, Sporting Schools, clinics, and development pathways.
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	<ul style="list-style-type: none"> • Coordinate the workforce and operational supports required for competition delivery, including volunteers, umpires, first aid, and other relevant personnel.
Localised Competition Growth	<ul style="list-style-type: none"> • Identify opportunities to expand local participation through new formats and initiatives. • Support clubs with sustainable participation planning. • Work alongside established competition to encourage overall participation growth • Assist in identifying potential grant and funding opportunities.
Stakeholder Engagement & Support	<ul style="list-style-type: none"> • Provide service and support to clubs, schools, and volunteers across Netball Connect, registrations, and other administrative tasks. • Build strong relationships with key stakeholders. • Support governance and operational needs within community netball.
Administration, Compliance & Reporting	<ul style="list-style-type: none"> • Complete all reporting requirements accurately and on time. • Adhere to integrity, child safety, and organisational compliance policies.
Contribution to Workplace Culture	<ul style="list-style-type: none"> • Actively role-model Netball Victoria's values of empowerment, innovation and leadership. • Foster a safe, inclusive and respectful workplace and community environment. • Embrace learning and development opportunities and support others to grow. • Build effective partnerships across Netball Victoria and externally, representing the organisation professionally at all times.

+ Education, Qualifications and Experience

- A minimum of 12 months experience in sports administration or similar
- Practical experience working within a netball association, league or club environment, or a comparable sport administration setting.
- Capability in Netball Connect administration is desirable
- Valid Employee Working with Children's Check
- Willingness to obtain a Police Check

+ Key Skills and Attributes

- Ability to deliver to work plans, meet deadlines and manage time effectively, work autonomously and as a member of a team
- Strong customer service skills including communication skills; face to face, telephone and written reports and general correspondence
- An understanding of sport culture and grass roots sporting organisations, within netball will be an advantage
- Preparedness to work evenings and weekends as required is essential
- Knowledge of inclusion and diversity in sports, particularly in multicultural or all-abilities contexts.

+ 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.

+ Diversity and Inclusion

We are proud to be an equal opportunity employer, embracing diversity in all forms, including First Nations and Torres Strait Islander peoples, culturally and linguistically diverse individuals, and the LGBTQ+ community. At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion, and sexual orientation. We are committed to providing a safe environment for all across Netball.

+ Health and Safety

All employees are responsible for:

- Compliance with the company policy, safety systems and applicable health and safety legislation and regulations.
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly.
- Recommending improvements to health and safety practices.
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.
- Assisting in timely completion of any corrective action items and reporting / investigation procedures.
- Participating in relevant health and safety induction, training and other relevant activities.
- Use and maintain all safety equipment provided.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation

Please note: NV reserves the right to change job duties and responsibilities outlined in this Position Description at any stage in line with business requirements and needs