

# WESTERN FOOTBALL NETBALL LEAGUE POSITION DESCRIPTION

## NETBALL MANAGER

**Department:** Operations/ Events

**June 2026**

<p><b>Position Overview</b></p>	<p>The Western Football Netball League (WFNL) is responsible for the governance and strategic development of community football and netball across Melbourne’s western region.</p> <p>Comprising 34 Member Clubs, more than 400 teams and 10,000 participants, the WFNL delivers inclusive Open Age and Junior football and netball competitions. Our vision extends beyond competition - we are committed to strengthening community connection, participation and the long-term growth of football and netball in the west.</p> <p>We are seeking a passionate, enthusiastic, motivated and driven individual to join our team as Netball Manager. This role is responsible for the effective administration and smooth operation of the WFNL netball competitions, along with the planning and delivery of League events and initiatives.</p> <p>Reporting to the General Manager – Operations, the Netball Manager will play a key role in building and maintaining strong relationships with Member Clubs, officials, volunteers and other key stakeholders. The successful applicant will demonstrate excellent communication and interpersonal skills, with the ability to manage issues professionally, resolve conflict effectively and respond to matters in a timely manner.</p> <p>The role requires a collaborative team player who is passionate about community sport and can work closely with League staff, volunteers and clubs across all areas of the organisation, while contributing positively to the continued growth and development of netball within the WFNL.</p>
<p><b>Our Values</b></p>	<p>The following values guide everything we do at the Western Football Netball League:</p> <p><b>Integrity:</b> We act with transparency, honesty, respect and fairness in all that we do.</p> <p><b>Progressive:</b> We strive for continuous growth and embrace opportunities to improve and evolve.</p> <p><b>Engagement:</b> We communicate openly, regularly and effectively with our Clubs and key stakeholders.</p> <p><b>Commitment:</b> We hold ourselves accountable and deliver on our commitments to our stakeholders.</p>



**Key Relationships**

**Reports to:**

WFNL General Manager - Operations

**Internal Relationships:**

WFNL Board and Staff

WFNL Netball Umpire Coordinator

**External Relationships:**

- WFNL stakeholders, including Member Club Presidents, committee members, administrators, coaches, players, officials and umpires;
- Key netball industry stakeholders, including Netball Victoria and affiliated bodies;
- Venue operators, event hosts, caterers and facility providers associated with League competitions and events;
- WFNL commercial partners, suppliers and service providers;
- WFNL Life Members and League representatives;
- Competition management and technology providers, including Netball Connect;
- Match-day broadcast, livestream, photography, videography and digital content production providers; and
- Other stakeholders and community partners as required to effectively deliver the responsibilities and objectives of the role.



The Netball Manager is primarily responsible for the effective administration, management and growth of the WFNL netball competitions and related League activities.

### **Competition Management**

- Lead the administration, coordination and strategic development of all WFNL netball competitions, ensuring competitions are well-structured, appropriately graded and aligned with League objectives;
- Develop and manage competition structures, fixtures, policies, by-laws and regulations, ensuring competitions are delivered in accordance with League requirements and governing body standards;
- Oversee competition operations, including match-day administration, statistics, records management and the delivery of the WFNL Netball Finals Series within approved budgets;
- Drive the sustainable growth of netball through the analysis of participation trends, facility capacity and regional growth opportunities, informing long-term planning and competition development;
- Collaborate with the WFNL Netball Advisory Panel, Clubs and key stakeholders to enhance competition outcomes and support the ongoing development of netball across the League; and
- Provide leadership and oversight of the Netball Umpire Coordinator, supporting the recruitment, retention, development and progression of umpires through effective pathway and education programs.

### **Club Communication and Stakeholder Management**

- Develop and maintain strong, collaborative relationships with Member Clubs, volunteers, officials, Netball Victoria and other key stakeholders to support the growth and success of netball across the League;
- Provide guidance, training and operational support to Member Clubs, fostering sustainable, compliant and well-governed club environments;
- Act as the primary point of contact for Clubs and stakeholders, responding to enquiries and issues in a professional, timely and solutions-focused manner;
- Liaise regularly with Netball Victoria to maximise opportunities, resources and support available to the League and its Member Clubs; and
- Support the effective delivery of netball competitions by working closely with clubs, officials, competition staff and internal stakeholders to ensure positive competition and game day outcomes.

### **Event Management**

- Coordinate engagement initiatives and recognition programs involving WFNL Life Members, fostering ongoing connection with the League and its history;
- Lead the planning, coordination and delivery of League meetings, functions and events, ensuring professional execution and a high-quality stakeholder experience;
- Oversee the visual presentation, branding and event experience of League functions, maintaining a professional and consistent League identity;
- Collaborate with League staff and key stakeholders to develop innovative event concepts and initiatives that enhance engagement, participation and stakeholder satisfaction; and
- Support the successful delivery of League events, including but not limited to:
  - Executive Board Meetings;
  - Annual General Meetings and Special General Meetings;
  - Club Conferences;
  - Season Launch Events;
  - Junior and Senior Presentation Functions;
  - Grand Final Events and Luncheons; and
  - Sponsor, Partner and Supplier Functions.

### **General Duties**

- Identify, develop and implement initiatives, programs and strategies that enhance participation, inclusion, multicultural engagement and the overall netball experience across the League;
- Maintain accurate and up-to-date League databases, registration systems and compliance records, including stakeholder contacts, accreditations, certifications and relevant screening requirements;

	<ul style="list-style-type: none"> <li>▪ Prepare and deliver accurate, timely and insightful reports, correspondence and other documentation for the CEO, General Manager – Operations, Netball Victoria and other key stakeholders;</li> <li>▪ Contribute to the preparation of League communications, publications, policies and operational resources that support the effective delivery of League activities;</li> <li>▪ Work collaboratively across the organisation, providing operational and administrative support to League staff and contributing to the achievement of broader organisational objectives; and</li> <li>▪ Undertake other duties and projects as reasonably directed by the CEO or General Manager – Operations.</li> </ul>
<b>Attributes</b>	<p>The successful applicant will be a passionate, organised and motivated individual with strong administration and stakeholder management skills, and the ability to work effectively within a small team environment.</p> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>▪ Professional, approachable and service-oriented demeanour, with the ability to effectively manage competing priorities in a fast-paced environment;</li> <li>▪ Demonstrated ability to develop and maintain strong, collaborative relationships with a diverse range of stakeholders, including clubs, volunteers, officials, participants and governing bodies;</li> <li>▪ Excellent verbal and written communication skills, with the ability to communicate clearly, professionally and confidently across all levels of the organisation;</li> <li>▪ Strong interpersonal, negotiation and conflict resolution skills, with the ability to influence positive outcomes and foster productive working relationships;</li> <li>▪ Highly organised with exceptional attention to detail and a proven ability to meet strict deadlines while maintaining accuracy and quality;</li> <li>▪ Demonstrated initiative, accountability and problem-solving capability, with the ability to work autonomously and contribute effectively within a team environment;</li> <li>▪ Advanced computer literacy and proficiency in the Microsoft Office Suite, with the ability to quickly learn and utilise industry-specific systems and platforms;</li> <li>▪ Current Victorian Driver Licence;</li> <li>▪ Current Working with Children Check; and</li> <li>▪ Capacity and willingness to work flexible hours, including evenings and weekends, to support competition operations, events and League activities.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated experience in sports administration, competition management, events, or a similar operational role within the sport and recreation sector;</li> <li>▪ Relevant tertiary qualifications in Sport Management, Business, Events, Recreation, or a related discipline;</li> <li>▪ Experience using competition and participation management systems, including Netball Connect, PlayHQ, or similar platforms;</li> <li>▪ Proven ability to develop and manage competition fixtures, draws and schedules within a competition management system;</li> <li>▪ Strong understanding of community sport, including the challenges and opportunities associated with volunteer-driven clubs and organisations;</li> <li>▪ Knowledge of digital communications, social media platforms and content management practices to support stakeholder engagement and promotion of League initiatives; and</li> <li>▪ An understanding of netball competition structures, officiating pathways and participant development programs would be highly regarded.</li> </ul>

**NOTE:** This position description is not intended to be exhaustive. The successful applicant may be required to undertake other duties, as reasonably directed, in order to meet the evolving needs of the organisation.



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## **Working Conditions**

### **Location**

The Netball Manager will be based primarily at the WFNL Office located at Whitten Oval and at competition venues such as Parkville, Whitten Oval and Eagle Stadium. Access to appropriate communication and IT facilities will be provided, including the ability to work remotely via the League's systems, as agreed with the Chief Executive Officer.

### **Hours of Work**

This is a permanent, full-time position (38 hours per week).

During the netball season, the role will require a high level of flexibility, including evening work particularly on a Friday, and attending events and League functions, ensuring the effective delivery of the role. During the off-season, hours will generally be scheduled Monday to Friday.

Flexible working arrangements are supported in accordance with the WFNL Time in Lieu Policy.

### **Remuneration**

Remuneration will be negotiated with the preferred candidate and will be commensurate with experience, skills and capability. The package will include base salary, statutory superannuation, four weeks annual leave, public holidays and long service leave entitlements in accordance with legislation.

### **Other Conditions**

A probationary period will apply. Performance will be reviewed annually by the Chief Executive Officer. Full terms and conditions of employment will be set out in the employment contract.

