

Position Title:	Community Workforce Capability Manager	Date:	October 2026
Department:	Community	Reports to:	General Manager - Community
Location/s:	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052	Direct Reports:	1
Position Type:	Full Time		

+ 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
Office hours: Monday to Friday, 9:00am – 5:00pm
Hybrid work environment (office and home)
Staff are employed under the terms outlined in their contracts
Due to the nature of this role in sport, after hours and weekend availability is essential

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 Community Workforce Capability Manager is responsible for designing, building and operating Netball Victoria's community workforce system, while providing strategic and technical leadership for community coaching and umpiring.

This role owns the end-to-end workforce lifecycle across community netball and ensures what is taught, how it is taught and the quality of delivery is contemporary, consistent and aligned to Netball Australia and Netball Victoria frameworks, Netball Victoria priorities and the player, coach and umpire pathways.

The role brings together workforce system design and technical subject-matter leadership across coaching and umpiring, including workforce pipelines, recruitment and onboarding, capability and education frameworks, deployment and scheduling, mentoring and retention, technical content and standards, affiliate support, and workforce data and planning.

The role enables Netball Victoria to build a sustainable, scalable and well-supported community workforce, while ensuring coaches, umpires, mentors, developers and facilitators have access to high-quality learning and clear development opportunities across Victoria.

+ Key Responsibilities	
Workforce system and capability design	• Design and maintain a statewide workforce capability framework for community coaches, umpires, mentors, developers, facilitators and administration. • Define clear workforce pathways, including Participant / Parent → Coach / Umpire; Coach / Umpire → Mentor / Developer; Mentor / Developer → Tester / Facilitator. • Build role clarity, progression pathways and recognition models that support long-term retention and engagement. • Ensure workforce systems align to Netball Victoria's participation, player development and performance strategies.
Coaching and Umpiring – Content and technical leadership	• Act as Netball Victoria's primary community subject-matter lead for coaching and umpiring content, standards, pedagogy and technical development. • Lead the design, review and continuous improvement of community coaching and umpiring workshops, resources, toolkits, guides and online learning modules. • Ensure community content aligns to Netball Australia frameworks, Netball Victoria priorities and contemporary coaching and officiating practice. • Translate national frameworks into practical, community-ready learning experiences for affiliates, coaches and umpires. • Coordinate strategic direction and development opportunities for umpires in the Talent Academy program to progress through the pathway.
Community Coaching and Umpiring – Education and standards	• Lead the development of structured learning programs for community coaches, community umpires, mentors and developers. • Provide expert input into course design, learning objectives, assessment approaches and delivery methods. • Provide technical guidance, support and quality assurance to casual educators and facilitators. • Build consistent standards for what is taught, how it is taught and the expected quality of community delivery.
Workforce pipeline development and recruitment	• Design and lead statewide workforce recruitment strategies and campaigns. • Build strategic workforce pipelines through associations and leagues, schools and education partners, and VNL, talent and pathway programs. • Reduce reliance on ad-hoc affiliate recruitment by establishing proactive, planned workforce supply models. • Work with internal teams and affiliates to identify future workforce needs and risks.
Workforce onboarding, compliance and experience	• Own and implement a standardised workforce onboarding framework for community coaches and umpires; mentors, developers and facilitators; and casual workforce, administration and pathway roles. • Ensure consistent processes for role clarity and expectations, payment and availability, safeguarding, integrity and conduct, and ongoing professional learning access. • Build a high-quality, consistent workforce experience regardless of location or program.
Workforce development scheduling and utilisation	• Own the central scheduling and deployment system for courses and workshops, community delivery support, affiliate workforce requests, and regional activations and roadshows. • Ensure efficient use of casual and part-time workforce and apply the principle of right person, right role, right environment, right time. • Reduce reliance on informal networks and last-minute allocation. • Develop capacity models to ensure coverage, resilience and continuity of delivery.
Workforce retention, mentoring and engagement	• Design and implement mentoring and support systems for early-stage and developing workforce members. • Track workforce engagement, progression and drop-off points. • Establish communities of practice and peer support structures. • Implement recognition and contribution frameworks beyond accreditation alone.

Affiliate capability and technical support	• Act as Netball Victoria's key technical contact for affiliates on coaching quality, umpiring practice and best-practice delivery models. • Provide guidance to associations and leagues on coach development strategies, umpire development strategies and local mentoring approaches. • Support affiliates to interpret national and state frameworks for local delivery. • Use workforce data and affiliate insights to identify capability gaps and target support.
Workforce data, planning and reporting	• Own Netball Victoria's community workforce dataset, including workforce numbers, locations and roles; qualifications and progression stages; and coverage gaps and risk areas. • Provide workforce intelligence to inform annual delivery planning, regional investment decisions, future hub and delivery model planning, and participation and performance strategies. • Lead workforce forecasting and scenario planning. • Monitor the reach, quality and impact of coaching and umpiring education and workforce initiatives.
Organisational and stakeholder collaboration	• Work closely with our Competitions and Pathways teams; High Performance and Stakeholder Relations departments; affiliates, leagues and delivery partners; and Netball Australia. • Ensure workforce systems and technical content are integrated with community programs, competitions, pathway priorities and affiliate needs. • Represent community coaching, umpiring and workforce priorities in organisational planning and cross-functional projects.
Associated duties	• **General:** Take an active leadership role in meetings and planning days; liaise with other departments for the best outcomes of the Community team and Netball Victoria strategic plans; contribute to the recruitment, induction and development of direct reports and other staff as appropriate; and provide advice regarding workforce integration with programs and events. • **Budgets:** Prepare and monitor budgets and report as required; contribute to budgets for sponsorship and funding proposals as required. • **Reporting:** Complete monthly strategic operational plans and KPI requirements; contribute to Board and grant funding reports; prepare content for the Netball Victoria Annual Report.
Leadership	• Lead and inspire the team to deliver on strategic objectives and operational priorities, fostering a high-performance culture aligned with Netball Victoria's values. • Coach, mentor, and empower direct reports, supporting their growth, performance, and capability development. • Provide expert guidance and advice across the organisation on programs, resources, and initiatives, demonstrating strong commitment to organisational values. • Communicate with clarity, integrity, and transparency, role-modelling collaboration and teamwork across all levels. • Engage in continuous leadership development to enhance personal and organisational capability.
Contribution to workplace culture	• 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

- Demonstrated experience leading community coaching and/or umpiring development, education, technical standards or workforce capability in sport.
- Strong understanding of coach and umpire development frameworks, adult learning principles and community sport delivery environments.
- Relevant tertiary qualifications or minimum of five years relevant work experience.
- Ability to set priorities, plan work programs, meet deadlines and manage time effectively, work autonomously and as a member of a team.
- Demonstrated experience in the development and implementation of strategic plans and budgets.
- Experience in managing staff and/or volunteers.
- Advanced communication skills; face to face, telephone and written reports and general correspondence.
- High-level of interpersonal skills and the ability to elicit cooperation of diverse range of members from the netball, sporting and business communities.
- An understanding of sport culture and grass roots sporting organisations.
- Preparedness to travel to country regions, work evenings and weekends as required.
- Hold a current full driver's license.
- Hold Working with Children's Check connected to Netball Victoria.

+ Key Skills and Attributes

- Credibility and subject-matter capability in community coaching and/or umpiring, with the ability to translate technical frameworks into practical community delivery.
- Proven ability to lead large, complex teams and projects.
- Strong strategic thinking and decision-making capabilities.
- Exceptional communication and stakeholder management skills.
- Demonstrated ability to innovate and drive continuous improvement.
- Experience with netball competitions or similar sports organisations.
- Understanding of Netball Victoria's strategic priorities and community engagement goals.
- Knowledge of inclusion and diversity in sports, particularly in multicultural, indigenous 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.
Managers are also responsible for:	• Ensuring all appropriate actions are taken to implement health and safety policies and procedures and legislative requirements. • Accepting operational responsibility for health and safety performance within the work areas under their control. • Effectively communicating health and safety policies, procedures and workplace issues with senior management and employees. • Supporting the Health and Safety Officer and First Aid Officer in fulfilling their responsibilities.

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