



## Northern Football Netball League Position Description

<b>Position Title</b>	Junior Netball Coordinator
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<b>Location</b>	La Trobe University Sports Stadium
<b>Reports to</b>	General Manager of Netball
<b>Department</b>	Netball
<b>Classification</b>	Full time
<b>Date Prepared</b>	March, 2024

<b>Northern Football Netball League Purpose (Mission/Aim)</b>	<p>The Northern Football Netball League (NFNL) aims to develop and grow quality Australian Rules Football and Netball competitions for the enjoyment and benefit of all stakeholders throughout the northern region of Melbourne.</p> <p>The NFNL aims to create and sustain an environment in which all clubs and individuals can aspire to reach their full potential in a healthy and safe manner.</p> <p>Each season the league conducts in excess of 3,924 matches, involving 368 football teams, 138 netball teams and over 10,000 registered players</p> <p>The strength and integrity of the league continues to be underpinned by the quality of the NFNL's clubs and the foundations of participation across all levels of the league.</p> <p>The Junior Netball Coordinator is responsible for providing administrative support for all junior and senior netball competitions.</p>
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<b>Overall Role</b>	<p>The Junior Netball Coordinator will be responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinating the NFNL junior netball competitions.</li> <li>• Attending junior netball matches on Wednesday and Friday evenings during the season.</li> <li>• Processing match paperwork.</li> <li>• Compiling statistics for end of season awards.</li> <li>• Assist clubs in the development of their junior netball programs, and volunteers.</li> <li>• Assist clubs with management of their NetSetGO programs.</li> <li>• Assist with fixturing and competition management.</li> <li>• Assist with umpire appointments.</li> <li>• Providing support to the General Manager of Netball.</li> </ul>
<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.</p>	

<b>Experience and Qualifications</b>	<b>Required</b>
	<ul style="list-style-type: none"> <li>• High level of IT proficiency</li> <li>• Proficient with all Microsoft Office programs</li> <li>• Excellent communication skills</li> <li>• Strong attention to detail</li> <li>• Basic knowledge of community netball</li> </ul>
	<b>Desired</b>
	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills</li> <li>• Knowledge of Game Day and Netball Connect</li> <li>• Tertiary qualification in business, sports management, or relevant experience.</li> </ul>

<b>Key Competencies (Skills and Knowledge)</b>	<b>Interpersonal Skills</b>
	<ul style="list-style-type: none"> <li>• Capacity to develop relationships with all stakeholders</li> <li>• Ability to work in a small team environment</li> <li>• Ability to work autonomously and to tight deadlines</li> </ul>
	<b>Information Management</b>
	<ul style="list-style-type: none"> <li>• Proficient with Microsoft Office (Word, Excel and PowerPoint)</li> <li>• Data analysis and reporting skills</li> </ul>
	<b>Effective Communication</b>
	<ul style="list-style-type: none"> <li>• Ability to use a range of communication methods to communicate effectively with stakeholders (e.g. verbal, written)</li> <li>• Ability to anticipate stakeholder needs and communicate accordingly</li> </ul>
	<b>Administration Management</b>
<ul style="list-style-type: none"> <li>• Capacity to effectively manage information, processes and systems to maintain accurate records</li> <li>• Ability to review and improve systems</li> </ul>	
<b>Time Management</b>	
<ul style="list-style-type: none"> <li>• Ability to effectively prioritise tasks to ensure delivery against key result areas</li> <li>• Capability to manage multiple projects simultaneously</li> </ul>	

<b>Attributes (Personal Characteristics)</b>	Passion for community netball	Innovative and creative
	Team oriented	Stakeholder focussed
	Approachable and engaging	Patient and diplomatic
	Determined and results driven	

<b>Key Relationships</b>	<b>Reports to</b>	
	General Manager of Netball	
	<b>Internal Communications</b>	
	<ul style="list-style-type: none"> <li>• NFNL Staff</li> </ul>	
	<b>External Communications (Stakeholders)</b>	
<ul style="list-style-type: none"> <li>• NFNL Clubs</li> <li>• Local schools</li> <li>• Netball Victoria Staff</li> </ul>		