



Northern Football Netball League Position Description

Position Title	Netball Operations Coordinator
-----------------------	--------------------------------

Location	La Trobe University Sports Stadium
Reports to	General Manager of Netball
Department	Netball
Classification	Full time – 6 month fixed term contract
Salary range	\$60,000 per annum
Date Prepared	August, 2024

Northern Football Netball League Purpose (Mission/Aim)	<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, 151 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 Netball Operations Coordinator is responsible for providing support for all junior and senior netball competitions, representative netball, and netball development programs.</p>
---	---

Overall Role	<p>The Netball Operations Coordinator will be responsible for:</p> <ul style="list-style-type: none"> • Coordinating NFNL netball competitions. • Attending netball matches on Wednesday and Friday evenings during the season. • Processing match paperwork. • Compiling statistics for end of season awards. • Coordinating representative netball programs. • Coordinate club, volunteer, and competition development programs. • Assist clubs with management of NetSetGO programs. • Assist with fixturing and competition management. • Assist with umpire appointments. • Providing support to the General Manager of Netball.
<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>	

Experience and Qualifications	Required
	<ul style="list-style-type: none"> • High level of IT proficiency • Proficient with all Microsoft Office programs • Excellent communication skills • Strong attention to detail • Basic knowledge of community netball • Current Victorian Driver’s License • Personal Vehicle for work use
	Desired
	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Knowledge of Game Day, Schedules and Netball Connect • Tertiary qualification in business, sports management, or relevant experience. • Foundation Coaching Accreditation • C grade Umpiring Accreditation

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

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

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