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| Role Title | Participation Assistant |
| Organisation and Website | Netball Victoria www.netballvic.com.au |
| Organisational Overview | Netball Victoria is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. We exist to enrich Victorian communities through the sport of netball. |
| General Duties | <ul style="list-style-type: none"> • Work in partnership with the Schools Coordinator to assist and support the implementation of the Sporting Schools program • Administrative support for Sporting Schools program registrations • Assist in the reporting required by Netball Australia • Work in partnership with the Senior Participation Development Coordinator to assist and support the implementation of NetSetGO • Administrative support for center and participants registration • Support in the promotion of NetSetGO • Work in partnership with the Senior Participation Development Coordinator to assist and support Netball Victoria clinics • Assist in the administration of clinics including; participant registration, coach bookings and venue availability • Fulfilment of equipment kits and participant packs |
| Timing | Negotiable. |
| Contact Person | Kate Chamberlain Senior HR Coordinator 9321 2237 Kate.chamberlain@netballvic.com.au |
| Student Qualities/ Interests | <ul style="list-style-type: none"> • A preferred knowledge of the sport of netball with coaching and umpiring skills an advantage • Ability to manage time effectively – to work autonomously and as part of a team • Driver’s Licence preferable • Valid Working with Children Check |



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| | <ul style="list-style-type: none">• Some knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural or Indigenous background will be an advantage. |
| Application Process/ Requirements | Please include a cover letter outlining the area of sports administration/operations that is of interest to you, along with a current CV. |
| Application Deadline | Ongoing applications accepted as appropriate |
| Additional Information | Can take multiple students over the course of the year in this area. |