



<b>Role Title</b>	School Championships Assistant
<b>Organisation and Website</b>	Netball Victoria <a href="https://vic.netball.com.au/">https://vic.netball.com.au/</a>
<b>Organisational Overview</b>	<p>Netball Victoria is a non-for-profit organisation responsible for the management and development of the sport of netball across Victoria.</p> <p>The organisation's core function is to identify and meet the needs of netball players, coaches, umpires, administrators, associations and clubs and in doing so enhance participation experiences and encourage the uptake of the sport.</p> <p>Netball Victoria's Board of Management and professional staff are supported by a solid volunteer network that ensures Netball Victoria members have access to a wide array of competitions, programs and services.</p>
<b>General Duties</b>	<p>Providing support and assistance to the Competitions Team in the delivery of Schools Championships.</p> <p>Including assisting with:</p> <ul style="list-style-type: none"> <li>- Communication with schools;</li> <li>- Communication with umpires, including allocations and payment;</li> <li>- Communication with court supervisors;</li> <li>- Preparation of fixtures;</li> <li>- Printing of scoresheets;</li> <li>- Attendance on event days; and</li> <li>- Evaluation of competition.</li> </ul>
<b>Location</b>	487 King street West Melbourne
<b>Timing</b>	Negotiable
<b>Contact Person</b>	<p>Kate Chamberlain Senior HR Coordinator 9321 2237 <a href="mailto:Kate.chamberlain@netballvic.com.au">Kate.chamberlain@netballvic.com.au</a></p>
<b>Student Qualities/ Interests</b>	<ul style="list-style-type: none"> <li>- Relevant tertiary qualifications ie. Event management, Sport Development, Sport Management.</li> <li>- Attention to detail.</li> </ul>



	<ul style="list-style-type: none"><li>- Reliable, adaptable and proactive approach to work.</li><li>- Interest in working in sport and event delivery.</li></ul>
<b>Application Process/ Requirements</b>	Please send CV and cover letter
<b>Application Deadline</b>	30 April 2019