

## PARTNERSHIPS COORDINATOR

<b>Employer</b>	Netball WA
<b>Position Title</b>	Partnerships Coordinator
<b>Reports to</b>	Partnerships Manager
<b>Department</b>	Shared Services
<b>Office Location</b>	State Netball Centre, 200 Selby Street, Jolimont
<b>Organisational Overview</b>	<p>Netball WA is the governing body for the sport in Western Australia, incorporating the subsidiary entities of West Coast Fever Netball Club and Glass Jar Australia. Netball WA has a clear vision to be ‘The sport of choice in Western Australia’.</p> <p>Underpinning this vision and our purpose of ‘advancing netball, advancing communities’, is a new 2018-2022 Strategic Plan which outlines key outcomes, goals and strategies across four pillars within Netball WA; People &amp; Culture, Participation, Pathway &amp; Business Performance.</p>
<b>Position Overview</b>	<p>Reporting to the Partnerships Manager, the Partnerships Coordinator will be responsible for supporting the management and servicing of all Netball WA, Glass Jar Australia and West Coast Fever corporate and community partners, including Centre Circle members, maintaining at all times service excellence in line with the organisation’s strategic objectives.</p> <p>The role will also support the planning and delivery of the Centre Circle membership program.</p> <p>A close working relationship with corporate WA, affiliated bodies including Netball WA’s member, Associations and Clubs and the wider commercial community will ensure the successful achievement of this position’s objectives.</p>
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement the existing Partnership Servicing Strategy across the organisation, engaging all relevant staff in the delivery of partnership benefits and leading, in particular, the Shared Services team in their partnership servicing responsibilities;</li> <li>• Support the retention of all Netball WA, Glass Jar Australia and West Coast Fever corporate partners through a high level of sponsorship servicing;</li> <li>• Maximise revenues for the organisation utilising a comprehensive list of programs, initiatives and events;</li> <li>• Grow the Netball WA brands in a dynamic and vibrant way through identified best practice initiatives, advocacy, engagement and first-class consumer experience methodologies;</li> <li>• Write, develop and continuously improve partnership reporting processes.</li> </ul>
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>• Ensure delivery of approved retention strategies for existing partners, preferred suppliers and corporate members;</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure allocated partners, suppliers, corporate and government partners and centre circle members receive structured and professional levels of servicing in line with the wider organisation values;</li> <li>• Actively engage in the development, planning and execution of partner servicing programs and initiatives including event activations at all West Coast Fever home games;</li> <li>• Work closely with Netball Australia to meet national partnership servicing requirements;</li> <li>• Ensure partner and corporate member queries and concerns are dealt with speedily, appropriately and sensitively at all times;</li> <li>• In conjunction with the Partnerships Manager and Head of Partnerships and Philanthropy, seek to secure and upsell sponsorship opportunities to existing partners;</li> <li>• Secure, retain and service Centre Circle members, and individual game corporate sales;</li> <li>• Coordinate and maintain the organisations corporate inventory/CRM capabilities and the ongoing development and engagement of the partnership servicing management system;</li> <li>• Ensure all relevant partner servicing activity is delivered within agreed budget parameters;</li> <li>• Coordination and delivery of a range of administrative tasks as required, inclusive of regular partnership servicing invoicing;</li> <li>• Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake as directed by the Partnerships Manager or Head of Partnerships and Philanthropy from time to time.</li> </ul>
<b>Criteria</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in a business development and/or sales specific role;</li> <li>• Is able to demonstrate a record of achievement against sales targets/KPI's;</li> <li>• Strong customer service and stakeholder relationship management experience;</li> <li>• A passion for sport;</li> <li>• Strong communication skills and ability to elicit cooperation from and work with a range of people/stakeholders;</li> <li>• Excellent presentation skills;</li> <li>• Strong competencies in Information Technology including advanced skills with MS Office and experience with CRM systems;</li> <li>• Ability to work independently and part of a broader team;</li> <li>• Preparedness to be flexible in respect to work hours;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Working with Children Check;</li> <li>• A current “C” class WA driver’s license.</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• A good knowledge of WA’s corporate market;</li> <li>• An understanding of the community sport landscape in WA.</li> </ul>
<b>NWA Values and Behaviours</b>	<p>Promote the purpose, values and behaviours of Netball WA, West Coast Fever and Shooting Stars within the netball and greater Western Australian communities, advocating the organisation as a deliverer in service excellence;</p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Collaboration</li> <li>• Innovation</li> </ul> <p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Be on the same side and act as <b>one</b></li> <li>• Always <b>support</b> each other to reach our <b>goals</b></li> <li>• Be open and <b>honest</b></li> <li>• Find a way to <b>do</b> what we say we will do</li> <li>• Listen to and <b>value</b> our people</li> <li>• Be the <b>best</b> at what we do</li> </ul>
<b>Key Interactions</b>	<p><b>Strategic</b></p> <p>Chief Executive Officer  Chief Commercial Officer  Head of Philanthropy &amp; Partnerships  Partnerships Manager  Executive Management</p> <p><b>Operational</b></p> <p>Shared Services Department  Corporate Services Department  Community Netball Department  West Coast Fever  Glass Jar Australia  NWA member Regions, Associations and Clubs  NWA and West Coast Fever partners, suppliers and stakeholders  West Coast Fever Centre Circle members  Western Australian business and corporate community  Netball Australia</p>
<b>Hours of work</b>	<p>This role is a full-time maximum term contract for (1 year with possible extension), working 37.5 hours per week. The nature of this position requires some out of hours and weekend work.</p>
<b>Salary/Benefits</b>	<p>A salary of up to \$55,000 per annum plus superannuation will be negotiated with the successful applicant dependent on level of experience.</p>

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	Netball WA offers a range of benefits to our staff that include: Free parking on site, tickets to West Coast Fever and other events, mobile phone plan cost reimbursement, access to Professional Development opportunities, Employee Wellness & Assistant Programs.
<b>How to Apply</b>	<p>Applicants are asked to forward a current resume outlining their relevant experience and a covering letter addressing the i) essential criteria and ii) motivation for your application via seek or e-mail to:</p> <p style="text-align: center;">Srijana Baisyet, HR Coordinator, Netball WA  <a href="mailto:hr@netballwa.com.au">hr@netballwa.com.au</a></p> <p><b>Aboriginal and Torres Strait Islander people are encouraged to apply.</b></p>
<b>When do applications close?</b>	Applications close at <b>5.00pm (AWST) on 25<sup>th</sup> January 2019</b>
<b>Who do I contact if I have an enquiry?</b>	In confidence to Lacie Riseborough, Head of Partnerships & Philanthropy at <a href="mailto:lacie.riseborough@netballwa.com.au">lacie.riseborough@netballwa.com.au</a> or on (08) 9380 3706

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