

MEMBERSHIP COORDINATOR - METROPOLITAN

Employer	Netball WA
Position Title	Membership Coordinator - Metropolitan
Reports to	Netball WA Stakeholder Manager
Department	Community Netball
Office Location	200 State Netball Centre, Selby Street, Jolimont
Service Area	All 3 Metropolitan Regions - Metro Central, Metro North and Metro South
Organisational Overview	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'. Underpinning this vision is a new 2018-2022 Strategic Plan which outlines key outcomes, goals and strategies across four pillars within Netball WA; People and Culture, Participation, Pathway and Business Performance, all driving the sport in its purpose of "Advancing Netball, Advancing Communities".
Position Overview	Reporting to the Netball WA Stakeholder Manager, the Membership Coordinator's role is to lead the coordination and delivery of education and development in compliance and administration governed by best practice and procedures in regional areas. This position will also work closely with the team dedicated to the growth and development of the Region and provide input into the goals and objectives of Netball WA and the Region. Networking with other volunteers and industry professionals is an important component of this role.
Core Responsibilities/Duties	<ul style="list-style-type: none"> • Promote Netball WA's purpose of "Advancing Netball, Advancing Communities" together with our values of Professionalism, Collaboration and Innovation and associated behaviours. • Manage the coordination and delivery of education and training to Associations and Clubs to assist the workforce in the delivery of best practice netball administration and governance in Western Australia. • Foster relationships with the Associations and Clubs supporting them in building capacity and understanding with: <ul style="list-style-type: none"> ○ The Associations Incorporations Act 2015 to facilitate compliance ○ Policies and Procedures ○ Best practice Competition framework and modelling ○ Affiliation agreements and compliance thereof ○ Effective use of technology including training in the MyNetball platform ○ Correct complaint handling process



- Facilities development and upgrades
- Promote the NWA Community Raffle and Community Facilities Fund
- Volunteer recruitment and management
- Provision of information and advice in response to member enquiries
- Build relationships with volunteers and other stakeholders to assist the advancement of netball within the wider netball community.
- In conjunction with NWA Stakeholder Manager, NWA Staff and Region Office personnel, prepare and attend quarterly Region Advisory Committee (RAC) Meetings.
- Assist the Associations in your Region in identifying the administrative, competition, governance and compliance needs of the Association and Clubs, assisting them in formulating development plans and ensure this is addressed within the overall Regional Development Plan (RDP).
- Deliver and assist with the education of Associations and Clubs workforces by:
 - Providing information and education on Member Protection, Child Safeguarding initiatives and Working with Children Check requirement in line with Netball WA's Member Screening Guidelines
 - Dissemination of educational material and training resources
- Manage Working with Children register for Regional carnivals and events.
- Assist NWA Head Office in the Association affiliation process.
- Complete monthly online reporting.
- In consultation with the Member Associations, Region Office Development and Officials Coordinator provide a yearly calendar of all events.
- Assist in budget preparation as required.
- Coordinate the organisation of regional programs, carnivals and visits as required.
- Attend and arrange professional development days as required.
- Liaise and assist the Netball WA Stakeholder Manager with the Region Member Associations training and education requirements and delivery.
- Any other reasonable duties within the Employees capabilities is expected.



Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Commitment to Netball WA’s values and behaviours • Ability to interpret and apply information contained within competition rules and regulations, administrative, governance and compliance documentation • Understand funding grants and acquittal process • MyNetball experience • Problem solving and conflict resolution abilities • Sound computer skills and knowledge • Current Working with Children Check • A current “C” class WA Driver’s licence • Current First Aid Certificate <p>Communication</p> <ul style="list-style-type: none"> • Strong communication skills with the ability to cater to any audience • Able to provide accurate written and verbal communication to both internal and external stakeholders <p>Teamwork</p> <ul style="list-style-type: none"> • A cooperative team member with strong leadership qualities • Promotes respect for diversity and the importance of culturally appropriate behaviours • Ability to work independently and as part of a broader team • Proven ability to build relationships <p>Planning and Organising</p> <ul style="list-style-type: none"> • Highly motivated with ability to successfully plan for team projects and broader goals • Ability to plan and manage workloads to meet set timeframes <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a similar position • Experience in the sporting or not-for-profit industry • Has sound problem solving and conflict resolution skills/experience
Key Interactions	<ul style="list-style-type: none"> • GM Community Netball • Stakeholder Manager • Region Advisory Committee • Community Department Managers and Staff • Shared Services Department • Association Committees and Administrators • Regional Academy Sport Coordinators (Country Region Offices)



	<ul style="list-style-type: none"> • DLGSC and other Government Departments • Other Stakeholders as required
Hours of work	<p>This 37.5 hour per week full-time position is a maximum term of 12 months, with possible extension. Refer to the table outlined in the NWA Regional Office Careers Opportunities information located on the Netball WA website https://wa.netball.com.au/</p> <p>The nature of this position requires some evenings and weekend work.</p>
Salary/Benefits	<p>A salary of \$50,000 per annum plus 9.5% superannuation will be negotiated with the successful applicant dependent on level of experience.</p> <p>For specific salary details please refer to the table outlined in the NWA Regional Office Careers Opportunities information.</p> <p>Netball WA offers a range of benefits to our staff that include: Free parking on site, tickets to West Coast Fever and other events, access to Professional Development opportunities, Employee Assistance and Wellness Program.</p>
How to Apply	<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 hr@netballwa.com.au</p> <p style="text-align: center;">“Aboriginal and Torres Strait Islander people are encouraged to apply”.</p>
When do applications close?	<p>Applications close at 5.00pm (AWST) on Monday 29 October 2018</p>
Who do I contact if I have an enquiry?	<p>In confidence to Jo Smith, Stakeholder Manager jo.smith@netballwa.com.au</p>

