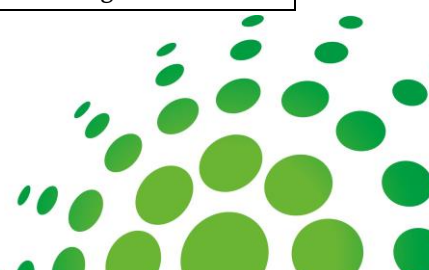


MEMBERSHIP COORDINATOR

Employer	Netball WA
Position Title	Membership Coordinator
Reports to	Netball WA Stakeholder Manager
Department	Community Netball
Office Location	200 State Netball Centre, Selby Street, Jolimont
Service Area	NWA Regional Office – Metropolitan Regions
Organisational Overview	Netball WA is the governing body for the sport in Western Australia, incorporating community netball, our Suncorp Super Netball Team, West Coast Fever and indigenous education initiative Shooting Stars. 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 & Culture, Participation, Pathway & Business Performance.
Position Overview	<p>Reporting to the Netball WA Stakeholder Manager, the Membership Coordinator's role is to lead the coordination & delivery of education and development in compliance and administration governed by best practice and procedures in regional areas.</p> <p>This position will also work closely with the team dedicated to the growth and development of the Metropolitan Regions and provide input into the goals and objectives of Netball WA and the Metropolitan Regions. Networking with other volunteers and industry professionals is an important component of this role.</p>
Core Responsibilities/Duties	<ul style="list-style-type: none"> • 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"> ○ Provision of information and advice in response to club and general member enquiries ○ Insurance claims enquiries, and dissemination of information relating to the Netball Australia Insurance Program ○ Correct complaint handling process ○ Affiliation agreements and compliance thereof ○ Effective use of technology including training in the MyNetball platform ○ Promote the NWA Community raffle + Community Facilities Fund ○ Of the Associations Incorporations Act 2015 to facilitate compliance ○ Best practice Competition framework and modelling



	<ul style="list-style-type: none"> ○ Facilities development and upgrades ○ Policies and Procedures ● 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 ● In conjunction with the Associations in your Region identify the administrative, competition, governance and compliance needs of the Association and Clubs and formulate development plans and ensure that this is addressed within the Regional Development Plan (RDP) ● Deliver and assist with the education of Associations and Clubs workforces by: <ul style="list-style-type: none"> ○ Dissemination of educational material and training resources ○ 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 ● Manage Working with Children register for Regional carnivals + events etc ● 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, 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 to be undertaken as directed by the Stakeholder Manager.
<p>Criteria</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Commitment to Netball WA’s values & 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 or training ● Problem solving and conflict resolution abilities

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ShootingStars

200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au
www.netballwa.com.au



	<ul style="list-style-type: none"> • Current Working with Children Check • A current “C” class WA Driver’s licence • Current First Aid Certificate <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a similar position • Experience in the sport/not-for-profit industry would be highly regarded • Has sound problem solving and conflict resolution abilities
NWA Values and Behaviours	<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>Values</p> <ul style="list-style-type: none"> • Professionalism • Collaboration • Innovation <p>Behaviours</p> <ul style="list-style-type: none"> • Be on the same side and act as one • Always support each other to reach our goals • Be open and honest • Find a way to do what we say we will do • Listen to and value our people • Be the best at what we do
Key Interactions	<ul style="list-style-type: none"> • GM Community Netball • Stakeholder Manager • Member Services Manager • Sport Development Manager • Participation Manager • Region Advisory Committee • Community Department Managers & Staff • Shared Services Department • Associations • Association Development Officers • Regional Academy Sport Coordinators (Country Region Offices) • DLGSCI & other Government Departments • Other Stakeholders as required
Hours of work	<p>Refer to This role is a full-time maximum term (12 months with possible extension), working 37.5 hours per week. The nature of this position requires some out of hours and weekend work.</p>
Salary/Benefits	<p>A salary circa \$50,000 per annum plus 9.5% 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 and Assistance Programs.
How to Apply	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: Srijana Baisyet, HR Coordinator, Netball WA hr@netballwa.com.au
When do applications close?	Applications close at 5.00pm (AWST) on Wednesday 9 January 2019
Who do I contact if I have an enquiry?	In confidence to Jo Smith, Stakeholder Manager jo.smith@netballwa.com.au

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