

POSITION DESCRIPTION



Position Title:	Netball Operations Administrator		
Reports to:	Operations Manager	Direct Reports:	0
Employment Status:	Permanent – Part Time		
Hours	16.5 Hours per week		
Melbourne East Netball Association	<p>Melbourne East Netball Association (MENA) is a not-for-profit, member based organisation which is governed by a volunteer Board of Directors.</p> <p>The Association was established in 1952 and has been providing a range of netball competitions and associated programs (eg Tournaments, Coaching and Umpiring Courses and training) in the Outer Eastern Suburbs for over 50 years. Today the Association consists of sixteen (16) Affiliate Clubs and approximately twenty (20) independent teams located throughout the eastern suburbs, centred on the Heathmont/Ringwood area. Clubs from as far as Park Orchards (North), Bayswater (East), Vermont (South) and Blackburn Lake (West) play in the Association. The Association offers a range of competitions and programs such as, but not limited to:- Open Women's, 17 & Under, 15 & Under, 13 & Under Mixed, 11 & Under Mixed and 9 & Under Mixed Competitions on Saturdays; Walking Netball, Ladies Competitions, Twilight Tournament for Club teams; and a Representative Program consisting of teams for, 17 & Under, 15 & Under, 13 & Under and Development Squad for the 11 & Under age group.</p> <p>MENA is an affiliated member of Netball Victoria (NV) and actively participates in NV programs as part of the Chisholm Region.</p> <p>Melbourne East Netball Association purpose is to provide for the conduct, encouragement, promotion and administration of the sport of netball throughout the eastern suburbs of Melbourne area</p> <p>Melbourne East Netball Association values of transparency, respect, inclusive, unity and integrity are to be maintained at all times.</p>		
Commitment to Child Safety	<p>We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At Melbourne East Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>Melbourne East Netball Association Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Melbourne East Netball Association is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First</p>		

Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

Primary Purpose of Position

- MENA is seeking a Netball Operations Administrator working closely with the Operations Manager to assist administer the Club Competition fixture, admin support for club competition and representative program, coordinate communications material to internal and external stakeholders and administrative duties and assist in the stock management for our court side cafe. Opportunity for the right candidate to facilitate Walking Netball sessions.

Key Responsibilities

The Netball Administrator role includes assisting the Operations Manager with the following:

- Administering MENA's club competition and tournaments fixtures through Netball Connect
- Facilitating administrative support for the MENA board, committee and sub committees as required.
- Gathering information for Grading Subcommittee
- Implementing activation events throughout the season.
- Coordinating and implementing the content for MENA web site, online shop, social media channels, digital screens and Netball Connect emails.
- Implementing Sponsorship activities.
- Producing and coordinating Communication Materials - leaflets, certificates, posters etc.
- Administering the MENA working with Working Children Register and Child Safe requirements.
- Assisting the Operation Manager respond to competition-related enquiries from clubs and the general public.
- Assisting with the communication of Association information to clubs and stakeholders.
- Administrative support of the MENA Representative Program.
- Coordinating the association uniform requirements – ordering, stock management and distribution.
- Ordering food, drinks and supplies for our courtside café. Receive and store stock. Monitoring inventory, wastage and sales product levels
- Maintaining a clean, organised and stocked environment for the Cafe. Ensures regular cleaning is complete. Routinely manages the cleanliness of the café, customer area, floor, windows and grinders, and takes out rubbish, etc
- Provide input to changes to the café menu, hiring of café staff & cafe staff rosters.
- Keep Café equipment operating by following operating procedures; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; informing the operations of any issues.
- Facilitate Walking Netball Sessions, for the right candidate.

Key Selection Criteria

The successful applicant will:

- be a highly organised individual with excellent customer service skills.
- strong interpersonal skills, sound knowledge of the sport of netball and strong competencies with the use of computer software.
- have high level communication skills with the ability to solve problems and handle member enquiries.

- have experience working as part of a team in a member-based sporting organisation will be highly regarded.
- High level of personal organisation skills and the ability to prioritise work.
- Outstanding customer service skills and the ability to elicit cooperation from and work with a range of people/stakeholders.
- Strong competencies in information technologies, specifically the use of online competition administration systems.
- Strong interpersonal skills.
- Sound knowledge of the sport of netball
- Ability to work independently and part of a broader team.

Desirable Experience

- Exposure in working within a member-based association particularly in a sport and recreation environment.
- Experience in competition or event management.
- Cash handling and point of sale experience.
- Coaching sport/Netball

CORE Competencies

- Works well with others - Listens and communicates well with others. Creates a team environment that is positive and productive.
- Leads courageously - Takes personal responsibility to do the right thing and persists in times of challenge or uncertainty. Adapts quickly to change and makes timely, thoughtful decisions.
- Develops continuously - Continuously seek opportunities to improve self and others. Leads with trust, honesty, and commitment to hire, coach and develop team members to achieve their potential.
- Achieves results - Understands what drives overall business success and is accountable to prioritise and deliver quality results. Demonstrates knowledge of core products and processes to get results. Anticipates obstacles and takes action to prevent or minimize their impact.
- Puts the customer first - Has a focus on the customer. Understands what the customer wants and how to best deliver the experience.

Desirable Criteria

- Sports/Leisure/Recreation Management Diploma
- Coaching Experience/Netball Umpire experience

Other Requirements

- Must hold at all times a current Victorian Working with Children Check (required prior to commencement in role)
- A flexible and team-oriented approach to your work.
- A strong sense of responsibility and follow-through, with the ability to work independently.
- Professional, with a calm and courteous manner.
- High degree of personal integrity and honesty.