

POSITION DESCRIPTION



Position Title:	Competitions & Communications Officer		
Reports to:	Operations Administrator & Programs Coordinator	Direct Reports:	NA
Key Liaison	Operations Manager, Competition Supervisors, Game Day Staff, Programs Coordinator, Umpire Coordinators, Club Contacts, Sponsors, General Members.		
Employment Status:	Casual - Clerical and Administrative Staff Grade 3 - Sporting Organisations Award		
Time Commitment	Approx 10 - 16 hours per week (some evening/weekends as required) Please note: This role is aligned to the competition calendar and no hours are available during school holiday periods.		
Netball Victoria	<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 Netball Victoria, 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>		

Netball Victoria Commitment to Safeguarding Children & Young People

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

Primary Purpose of Position

- The Competition Communications Officer is responsible for supporting the delivery of MENA competitions through effective administration and coordinating all digital and communication channels.
- This role ensures consistent, accurate and engaging communication across MENA platforms while supporting the smooth operation of competitions behind the scenes.

Key Responsibilities

Competition Administration Support

- Provide administrative support to Competition Coordinators, Program Coordinator and Operations Administrator including:
 - Preparing and distributing competition communications
 - Updating information on Netball Connect
 - Assisting with fixtures, results and general competition data entry
- Support communication of fixture updates, washouts, finals information and key notices
- Assist with maintaining accurate records and documentation

Game Day Competitions Coordinator

- Responsible for the effective and efficient running of MENA's netball competitions on game days

General Administration

- Contribute to the day-to-day operations of the Association
- Attend staff meetings as required
- Provide support during key events including:
 - Tournaments
 - Finals series
 - Association events and themed rounds
- Undertake additional administrative duties as required

Communications & Digital Content

- Coordinate and implement content across MENA website, Online shop, Social media channels, Digital screens at the venue & Netball Connect email communications

- Ensure all content is accurate, timely, engaging and aligned with MENA branding
- Schedule and publish posts, updates and competition information
- Assist in promoting competitions, programs, events and key initiatives
- Maintain consistency of messaging across all platforms

Marketing & Promotional Materials

- Produce and coordinate communication materials including Flyers, Posters, Certificates & Event signage
- Support campaigns such as seasonal competitions, tournaments and themed rounds (e.g. Pink Sports Day)
- Liaise with staff to gather content, photos and information

Sponsorship Support

- Assist in implementing sponsorship deliverables
- Ensure sponsor visibility across digital platforms, venue screens and printed materials
- Support activation of sponsorship initiatives and events
- Maintain records of sponsorship inclusions and obligations

The position holder is expected to demonstrate professionalism, reliability and a positive, team-oriented approach. This role operates primarily behind the scenes but plays a critical role in ensuring the smooth delivery and promotion of MENA competitions and programs.

Knowledge, Skills & Abilities

- Strong written and verbal communication skills
- Experience managing or contributing to social media and digital platforms
- High level of organisation and attention to detail
- Ability to manage multiple tasks and deadlines
- Strong customer service focus
- initiative and ability to work independently
- Basic graphic design skills (desirable)
- Competency in general computer systems (training provided for Netball Connect)
- Interest in or understanding of netball or community sport (desirable)

Qualifications Desirable

- Experience in sports administration, communications, marketing or similar field
- Experience with social media platforms and website content management
- Experience using sporting systems (e.g. Netball Connect)
- Experience in customer service environments

Key Selection Criteria

- Ability to communicate effectively with a range of stakeholders
- Demonstrated organisational and time management skills
- Ability to work autonomously and as part of a team

- Capacity to manage competing priorities
- Strong attention to detail and accuracy
- Willingness to work flexible hours, including evenings and weekends

Other Requirements

- Working with Children Check
- Completion of relevant safeguarding and child safety training
- Willingness to undertake MENA induction and training