



Position Title:	Pathways Coordinator
Work Area:	Netball
Reports to:	Pathways Manager
Position Location:	155 Railway Terrace, Mile End, SA 5031. This role may require interstate and intrastate travel from time to time and out of normal business hours work will be required.
Direct Reports:	N/A
Modified:	8 July 2021

About Netball SA:

Netball SA is the peak State Sporting Organisation for netball in South Australia and is affiliated with Netball Australia. Netball is the leading women's participation sport in Australia.

Netball SA is responsible for the governance, development, promotion, and administration of netball throughout South Australia and has the responsibility for servicing its 35,000 members, the operations of Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.

As a professional sporting organisation with extensive community reach, Netball SA is committed to enhancing the reputation of the sport and communicating news of significance to members, fans, supporters, and the general public.

Netball SA's strategic plan includes the following Strategic Priorities which drive the business:

- Thriving People
- Grow our game
- Strong voice
- National success
- Government investment

Further information on Netball SA: <https://sa.netball.com.au/>

NETBALL SA VALUES



Primary Purpose of Position

This role is directly responsible for the promotion, administration and coordination of academy programs, nationally accredited coaching and officiating courses.

This role contributes to Netball SA's strategic goal to attract and develop coaches and officials to support our netball programs.

Key Result Areas	Accountabilities and Responsibilities
Coaching and Officiating	<ul style="list-style-type: none"> • Ensuring all affiliated associations and clubs are receiving high quality development opportunities and exposure to Netball SA coaching and officiating programs and courses. • Responsible for the coordination and administration of all Coach and Officiating Developers (including ensuring current Accreditations are maintained). • Maintain a database of accreditation for participants and presenters including the coordination of the MyNetball Administration system. • Assist with setting and monitoring Coaching, Officiating and Academy Budgets. • Maintain and administer invoicing for all Coaching and Officiating courses, workshops and Academy programs.
Pathway Programs	<ul style="list-style-type: none"> • Assist with programing, facilitation and coordination and delivery of the NSA Academy Program. • Assist in reviewing current programs while investigating new opportunities for increased revenue and participation products.
Stakeholder Relations	<ul style="list-style-type: none"> • Provide customer centric and excellent service. • Build strong relationships with stakeholders including but not limited to Netball SA associations and clubs, Netball SA Academies, South Australian Sports Institute, Netball Australia, Member sporting organisations and Office for Sport, Recreation and Racing.
Strategic and Financial	<ul style="list-style-type: none"> • Comply with NSA Financial Policies and Procedures. • Provide accurate and timely reporting within deadlines. • Ensure that all agreed strategies and key performance indicators and key behavioral indicators are achieved.
Other duties	<ul style="list-style-type: none"> • Any other duties within the employees capabilities and which is reasonable to expect the employee to undertake as directed by management from time to time.
Work Health and Safety	<p>Your duties are to:</p> <ul style="list-style-type: none"> • Comply with all Netball SA policies, procedures, and relevant legislation. • Comply with all reasonable instructions from managers in relation to health and safety. • Take reasonable care of your own health and safety. • Ensure your actions or omissions do not adversely affect the health and safety of other persons. • Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism. • Complete relevant health and safety training, as required. • Comply with the Netball SA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Qualifications, Skills & Experience Required:

- Previous experience in a similar role or similar organisation.
- Understanding of netball coaching and officiating.
- Customer service experience.
- Outstanding communication skills.
- Strong attention to detail and organisational skills.
- Working with Children Check.

Acknowledgement

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Employee:

Name of Employee:

Date:

Signed by Department Manager:

Date:

DRAFT