



<b>Position Title:</b>	Graphic Design and Communications Coordinator
<b>Work Area:</b>	Marketing and Communications
<b>Reports to:</b>	Marketing and Communications Manager
<b>Position Location:</b>	155 Railway Terrace, Mile End, SA 5031. This role will require regular work outside of normal office hours.
<b>Direct Reports:</b>	N/A
<b>Modified:</b>	16 Dec 2021

<b>About Netball SA:</b>	<p>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.</p> <p>Netball SA is responsible for the governance, development, promotion, and administration of netball throughout South Australia and has the responsibility for servicing its 32,000 members, the operations of Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.</p> <p>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.</p> <p>Netball SA's strategic plan includes the following Strategic Priorities which drive the business:</p> <ul style="list-style-type: none"> <li>• Thriving People</li> <li>• Grow our game</li> <li>• Strong voice</li> <li>• National success</li> <li>• Government investment</li> </ul> <p>Further information on Netball SA: <a href="https://sa.netball.com.au/">https://sa.netball.com.au/</a></p> <div style="text-align: center; margin-top: 20px;"> <h3>NETBALL SA VALUES</h3> </div>
--------------------------	---

### Primary Purpose of Position

The Graphic Design and Communications Coordinator will develop and design on-brand, strategically aligned, and compelling marketing and communications assets for Netball SA, Adelaide Thunderbirds, Premier League and Netball SA Stadium – both digital, print and signage. The role is also responsible for monitoring and regularly updating all of Netball SA’s associated websites, as well as developing, designing, and distributing electronic direct mail (EDM) communications.

Key Result Areas	Accountabilities and Responsibilities
<b>Design and Marketing</b>	<ul style="list-style-type: none"> <li>• Graphic design of all Netball SA marketing and communications assets for digital, print media and signage</li> <li>• Responsible for brand guardianship, ensuring brand integrity and adherence to the style guide.</li> <li>• Design of big screen graphic content for event presentations</li> <li>• Managing and updating the Netball SA, Adelaide Thunderbirds and Premier League websites</li> <li>• Developing, designing and distributing electronic direct mail (EDM) communications for all brands through the email marketing platform</li> <li>• Data management for use in EDMs and other communication activities</li> <li>• Creation of a professional suite of templates for Netball SA, Adelaide Thunderbirds and other Netball SA-owned brands</li> <li>• Formatting/design of proposals, reports and other external documents</li> <li>• Obtain competitive quotes from printers and external suppliers, with responsibility for print management and distribution</li> <li>• Developing and maintaining an image library for all media and communications requirements for Netball SA and the Adelaide Thunderbirds</li> <li>• Photography and video content creation when required</li> <li>• Assist with management of social media accounts as required or in the absence of other staff members</li> </ul>
<b>Strategic and Financial</b>	<ul style="list-style-type: none"> <li>• Comply with NSA Financial Policies and Procedures.</li> <li>• Provide accurate and timely reporting within deadlines.</li> <li>• Ensure that all agreed strategies and key performance Indicators and key behavioral indicators are achieved.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Any other duties with the employees capabilities and which is reasonable to expect the employee to undertake as directed by management from time to time.</li> </ul>
<b>Work Health and Safety</b>	<p>Your duties are to:</p> <ul style="list-style-type: none"> <li>• Comply with all Netball SA policies, procedures, and relevant legislation.</li> <li>• Comply with all reasonable instructions from managers in relation to health and safety.</li> <li>• Take reasonable care of your own health and safety.</li> <li>• Ensure your actions or omissions do not adversely affect the health and safety of other persons.</li> <li>• Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism.</li> <li>• Complete relevant health and safety training, as required.</li> <li>• 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.</li> </ul>

**Qualifications, Skills & Experience Required:**

- Previous experience in a similar role or similar organisation
- Tertiary qualification in communication, marketing, design, or related area.
- Demonstrated skills in graphic design, social media and digital marketing.
- Advances technical ability using Adobe Creative Suite and online email and marketing and survey platforms.
- Outstanding communication skills
- Working with Children Check
- Drivers Licence

**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: .....