



Position Title:	Partnerships Coordinator
Work Area:	Commercial
Reports to:	Commercial Manager
Position Location:	155 Railway Terrace, Mile End, SA 5031. This role will require regular work outside of normal office hours, including weekends in accordance with Netball SA and Adelaide Thunderbirds programs.
Direct Reports:	n/a
Modified:	8 December 2021

About Netball SA:	<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"> • Thriving People • Grow our game • Strong voice • National success • Government investment <p>Further information on Netball SA: https://sa.netball.com.au/</p>
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NETBALL SA VALUES



Primary Purpose of Position

The role will provide support for account management and servicing to Netball SA and Adelaide Thunderbirds Corporate Partners. The role will also provide support across the commercial team including Adelaide Thunderbirds membership and ticketing.

Key Result Areas	Accountabilities and Responsibilities
Commercial	<ul style="list-style-type: none"> • Develop a strong relationship with Netball SA and Adelaide Thunderbirds Partners and sponsors and ensure timely support and delivery of contractual partnerships benefits. • Work with designated Netball SA partners to gain comprehensive understanding of their sponsorship objectives to ensure agreed benefits deliver maximum value. • Assist with development of partner review and renewal documentation. • Assist with providing monthly sponsorship reports to the finance department to ensure that contract payments are received on time. • Assist with coordinating corporate hospitality and partner activations as required at Adelaide Thunderbirds home games. • Assist with the creation and management of partner WIP documents in consultation with Commercial Manager. • Provide support in drafting of sponsorship proposals. • Provide support in the drafting of sponsorship contracts. • Assist in identifying potential corporate partnership opportunities.
Membership and Ticketing	<ul style="list-style-type: none"> • Ensure all sponsor tickets are allocated and sent out in consultation with the Membership & Ticketing coordinator. • Identify key partner opportunities within the membership and ticketing programs. • Provide support to the Membership and Ticketing Coordinator as required.
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"> • Drive a strong customer service philosophy through all activities. • Any other duties within the employee's 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
- Outstanding communication skills
- Strong attention to detail and organisational 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: