



Position Title:	Development Coordinator
Work Area:	Netball
Reports to:	Netball 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:	Junel 2024

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 Purpose:
As custodians of the #1 participation sport for women and girls, Netball SA exists to enrich lives, enhance communities, and inspire generations.

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


NETBALL SA VALUES




WE ARE TEAM PLAYERS




WE ARE CUSTOMER CENTRIC



WE PLAY WITH INTEGRITY



WE PLAY OUR POSITION



WE ARE GAME CHANGERS

Primary Purpose of Position

This role is responsible for providing excellent customer centric service and support to Netball SA's affiliated associations. The role will provide support and guidance to members around governance, member protection, complaints, participation programs, competition, and membership database assistance.

This role will encourage best practice and increase participation in Netball in South Australia. This role will be proactive and assist associations with their plans and support with facility improvements.

Key Result Areas	Accountabilities and Responsibilities
Stakeholder Relations	<ul style="list-style-type: none"> • Provide exceptional customer service to Netball SA's affiliated associations, clubs, and members including the annual affiliation process and advice relating to Sport Integrity matters. • Increase the Netball SA value proposition by collaborating with affiliated associations and clubs to implement plans ensuring tailored service is provided and sustainable goals are achieved.
Facilities	<ul style="list-style-type: none"> • Proactively identify and provide information and support regarding funding opportunities to Associations and Clubs by reviewing funding applications and providing grant support letters.
Netball SA Competitions	<ul style="list-style-type: none"> • Netball SA Competitions including but not limited to, Adelaide Metropolitan Netball Division, Masters Netball, South Australian Country Championships, Thunder Cup and City Night Division. • Collaborate with the Stadium team for the delivery of shared competitions.
Participation Programs	<ul style="list-style-type: none"> • Responsible for the growth, administration, and implementation of Netball SA participation programs, including but not limited to NetSetGO, Adelaide Thunderbirds School Holiday Clinics, Specialist Schools Programs, Social Netball and Walking Netball. • Administration of Sporting Schools. • Work collaboratively with the Commercial and Media and Communications Teams to effectively develop, communicate and promote all participation programs. • Work collaboratively with the Netball Manager regarding the recruitment and development of the Netball SA Community Coaches.
Strategic and Financial	<ul style="list-style-type: none"> • Comply with Netball South Australia 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 employee's capabilities and which is reasonable to expect the employee to undertake as directed by management from time to time. • Manage administrative and governance requirements, including, but not limited to, grant applications and acquittals, record keeping, and data collection as required.
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.
- Customer service experience.
- Outstanding communication skills.
- Complaint and grievance handling.
- Strong attention to detail and organisational skills.
- Drivers Licence
- 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:.....