



POSITION DESCRIPTION

Title	Competition Administrator
Reports to	Executive Committee
Employment Status	Part Time
Time Commitment	<p>Approximately 20 hours per week</p> <p>Plus attendance at Competition Days at Riverside. Currently:</p> <ul style="list-style-type: none"> - Saturday afternoons 11am to 5:30pm - Thursday evenings 5:45pm to 8:15pm <p>And attendance at committee meetings (usually monthly)</p>
Essendon District Netball Association	<p>Moonee Valley's netball association and one of world's oldest. Generations of players and families have found the love for netball community here.</p> <p>We are a Not for Profit sporting association, serving the community through facilitating netball competition and development programs.</p>
Commitment to Child Safety Standards	<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 Essendon District Netball Association, 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> <p>Netball Victoria Commitment to Safeguarding Children & Young People</p> <p>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</p>

Primary Purpose of the Position:

The Competition Administrator plays a crucial role in ensuring the smooth and efficient operation of all administrative tasks within the Essendon District Netball Association (EDNA). The role involves overseeing various administrative duties, supporting the executive committee, and maintaining effective communication with members, clubs, and stakeholders.

Reporting to the EDNA Executive Committee, this role with focus on:

- Efficiently running EDNA's netball competitions;
- Working with stakeholders to delivered desired outcomes;
- Providing administration management for EDNA's Representative Program; and
- Other duties as requested by the EDNA Executive.

The role requires a willingness to establish and maintain strong collaborative working relationships with affiliated Clubs and other stakeholders.

Key Responsibilities

Operational Management

- Oversee the association's day-to-day operations, including competition management, facility management, equipment procurement, and inventory management.
- Coordinate venue bookings for training sessions, games, and tournaments, ensuring optimal utilisation of facilities.
- Manage equipment distribution, maintenance, and replacement as needed.
- Develop and implement operational policies and procedures to enhance efficiency and effectiveness.

Administrative Support

- Manage day-to-day administrative tasks answering emails, phone calls, and inquiries.
- Maintain accurate records, databases, and filing systems using Netball Connect and ProSport Coach.
- Assist in coordination of meetings, including scheduling, preparing agendas and taking minutes.
- Coordinate and distribute relevant documents and communications to members and stakeholders through Netball Connect and ProSport Coach.

Communication and Stakeholder Engagement

- Maintain regular communication with clubs, teams, members, and stakeholders through the use of emails, Netball Connect and other platforms deemed appropriate.
- Disseminate information, updates, and announcements through various channels, including email, social media, and the association's website.
- Serve as a point of contact for inquiries and provide timely and professional responses.

Financial Administration

- Assist in management of financial transactions, including processing payments and invoices.
- Maintain accurate financial records and assist in budget monitoring and reporting.
- Maintain reporting via Xero (Financial Management System)
- Coordinate with the treasurer and executive committee on financial matters as required.

Umpire Administration and Rostering

- Umpire & Umpire Supervisor recruitment
- Complete the weekly umpire roster using the Time, Umpire system
- Direct Umpire Supervisors on Umpires program policies and priorities
- Report on match day attendance and complete match day payments
- Ensure opportunities for umpire development and pathway progression

Event Coordination

- Assist in the planning, organisation, and execution of events and tournaments, and to support fundraising activities for EDNA.
- Utilise Netball Connect for event management.
- Provide logistical support on-site during events.

Representative Program Support

- Manage trials as directed by EDNA Executive
- Manage Registrations through Netball Connect and ensure members are financial
- Coordinate all communications via emails and TeamApp
- Coordinate Umpires as required for competition games and tournaments
- Facilitate Tournament entry and coordinate tournament days

Knowledge, Skills and Abilities

- Understanding of netball administration
- Excellent interpersonal skills
- Knowledge of Netball Connect administration
- Demonstrated ability to time-manage and meet deadlines
- Good working knowledge of association constitution and competition bylaws
- Demonstrates initiative and ability to work in an autonomous manner
- Experience as a competition supervisor/administrator
- Ability to maintain social media and website platforms
- Proficient at Microsoft Suite of products, and other relevant software applications
- Ability to learn new systems with ease
- Knowledge of sports administration, facility management, and event coordination is advantageous

Other Requirements

- Working with Children Check
- First-aid qualification

Employment

Sporting Organisations Award 2020, Clerical and Administrative Grade 1.

Application

Send Cover letter and Resume to president@essendondna.com.au