



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>VNL Administrator</b>
Reports to:	Operations Manager
Location:	FDNA Netball Complex Jubilee Park, 83R Hillcrest Road Frankston, Victoria, 3199
Status:	Permanent Part-time, average 16 hours per week
Salary range:	Negotiable subject to experience (Sporting Organisations Award)
Relationships:	Athletes, Coaches and Support Staff, Board members, Clubs, Volunteers, Sponsors, Netball Victoria
Employment conditions:	<ul style="list-style-type: none"> <li>• Limited weekend and evening work is required, due to the nature of the sporting industry.</li> <li>• The hours per week required may vary from time to time depending upon the duties required to be performed but will generally average around 32 hours per fortnight.</li> <li>• Mobility required – lifting 10-15 kg</li> <li>• Some local travel required (to/from match venues for example)</li> </ul>
Environment:	<ul style="list-style-type: none"> <li>• Peninsula Waves is one of ten VNL licence holders in the Victorian Netball League and operates under the auspices of Frankston District Netball Association (FDNA)</li> <li>• FDNA is an incorporated Association, affiliated with Netball Victoria and is one of the largest netball Associations in Victoria, hosting over 2,500 participants</li> <li>• Waves’ facility at Jubilee Park, Frankston consisting of 6 indoor and 13 outdoor courts</li> <li>• FDNA is committed to encouraging and promoting the game of Netball.</li> <li>• Waves has a strong commitment to the development of junior netballers.</li> </ul>
Primary purpose of position:	Responsible for the day-to-day operational management of Peninsula Waves Netball Club
Key Duties:	<ul style="list-style-type: none"> <li>• Implement strategic direction and management of Peninsula Waves VNL and development teams.</li> <li>• Manage day-to-day operations of the Club, including but not</li> </ul>



**FDNA**  
FRANKSTON DISTRICT NETBALL ASSOCIATION



	<p>limited to: match day &amp; competition administration, engagement of coaches, officials and athletes, events planning and supporting athlete and Coach selections</p> <ul style="list-style-type: none"><li>• Recruit &amp; manage the Waves volunteer committee annually: assign roles and responsibilities in accordance with the VNL Licence and ensure accountability.</li><li>• Governance and compliance including but not limited to VNL Licence, integrity framework and accreditation and Child Safe Standards.</li><li>• Communication &amp; culture. Act as primary contact for all stakeholders; effectively managing various technology platforms for communication, including social media &amp; the written reports.</li><li>• Efficient and effective business model: ensuring the Club operates within budget and assist with the preparation of future budgets</li></ul>
Experience, skills and values:	<ul style="list-style-type: none"><li>• Understanding of sport culture and not-for-profit organisations, including working with volunteers</li><li>• Strong administrative skills, including use of Microsoft Suite, Canva and Team App.</li><li>• Must be flexible &amp; adaptable and able to self-reflect</li><li>• Excellent communication skills; face to face, telephone and in written reports</li><li>• Excellent interpersonal skills: the ability to elicit cooperation of from a broad range of</li><li>• Committed to FDNA's purpose: "to connect our community through netball"</li></ul>
Key Selection Criteria:	<ul style="list-style-type: none"><li>• Minimum of three years working in a sporting environment</li><li>• Current Working with Children Check</li><li>• Completion of (or willingness to undertake) Netball Australia Integrity Framework</li><li>• Completion (or willingness to undertake) the following online courses from Play by the Rules: Child Protection, Harassment and Discrimination, Complaints Handling, Introduction to the Integrity of Sport, and Ethics and Ethical Decision Making in Sport.</li></ul>