



Position Description

Title:	Netball Venue Manager
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Location:	EDFL Office & Venue (Charles Mutton Reserve)
Reports to:	Female Football and Netball Development Manager
Classification:	Casual
Date Prepared:	May 2018

Overview of Role	The Netball Venue Manager assists the Female Football and Netball Development Manager to ensure the efficient operation of the netball venue on competition day and providing administrative support as required.
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Skills and Knowledge Competencies	<p>General</p> <ul style="list-style-type: none"> • Preparation of equipment at Venue; ie balls pumped, rings, spectator seats and coaches bench are in place. • Be available and visible to participants during the competition. • Communicate information to clubs and Netball Victoria. • Ensure smooth running of venue e.g: games start on time. • Umpires have completed required paperwork. • Ensure venue is clean, and tidy at all times. • Participants abide by Rules of Venue and competition. • Knowledge of Netball Victoria guidelines. • Provide first aid support on competition days as required • Feedback to Manager on operational performance and suggest improvements
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Skills and Knowledge Competencies	Professional Attributes
	<ul style="list-style-type: none"> • Thorough understanding of the operation of netball matches • Demonstrated analysis and leadership skills • Excellent verbal and written communication and public relations skills. • Strong attention to detail. • Experience and understanding of football and netball clubs and league environments. • High level computer literacy skills. • Preparedness to work extended hours including weekends during periods when matches are fixtured. • Proven ability to show initiative, plan, set priorities and manage change.
	Personal Attributes
	<ul style="list-style-type: none"> • Passionate about sport. • Proactive. • Approachable and engaging. • Self motivated. • Team Player. • Ability and willingness to work long and flexible hours. • Working with Children’s Check or willingness to obtain. • First aid qualified HLTAID003 • Stakeholder focused. • Patient and diplomatic. • Innovative and creative. • Willing to make decisions

Job/Task Profile	<p>Resource support to clubs</p> <ul style="list-style-type: none"> • Assist club officials in the day to day management of their clubs. • Communicate information to club officials.
	<p>Miscellaneous</p> <ul style="list-style-type: none"> • Other duties as required.

	Reports to:
	<ul style="list-style-type: none">• EDFL Female Football and Netball Development Manager
	Internal Communications
	<ul style="list-style-type: none">• EDFL paid staff and volunteers• EDFL CEO• EDFL Board of Management
	External Communications
	<ul style="list-style-type: none">• EDFL Clubs• Netball Victoria