

POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.



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| Position Title: | Diversity & Inclusion Coordinator | | |
| Department: | Netball Development | Reports to: | Community & Junior Development Manager |
| Location/s: | Netball Victoria Head Office: 487 King St, West Melbourne, Vic, 3003 | Direct Reports: | nil |
| Classification: | Coordinator | | |
| Employment Status: | Part time – 20 hours per week. Fixed Term until 31 December 2019. | | |
| Salary Package | As agreed in contract of employment | | |
| Employment Conditions | <p>Netball Victoria's office hours are Monday – Friday, 8.30am – 5.00pm.</p> <p>Staff are employed in accordance with the terms and conditions outlined in their contracts.</p> <p>Weekend and evening work will be required, due to the nature of the sporting industry.</p> | | |
| Netball Victoria | <p>Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.</p> <p>Netball Victoria exists to improve people's lives. Our identity anchors of: '<i>We enable each other shine</i>,' '<i>We have no limits; we've got this</i>,' and '<i>We are leaders</i>' – inform who are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships.</p> | | |

Primary Purpose of Position

The purpose of this role is to align with "Supporting Victorian Sport & Recreation" (SVSR) program funding by Sport & Recreation Victoria (SRV). Specifically, this role is required to increase access and participation opportunities in netball for Netball Victoria's non-traditional priority groups of:

- Indigenous
- All Abilities
- Culturally and Linguistically Diverse (CaLD)
- Males

Key Responsibilities

| Accountabilities | Overview of Tasks |
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| Supporting Victorian Sport & Recreation (SVSR) program / Sport & Recreation Victoria (SRV) Grant | <ul style="list-style-type: none"> • Plan, coordinate, implement and evaluate activities, events and programs to meet the objectives within the workplan of the SVSR program • Identify opportunities for programs to be delivered by contractors or Associations, Leagues and Clubs that meet the objectives of the SRV |

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| | <p>program. Seek the support or input from the Netball Participation Team as required.</p> <ul style="list-style-type: none"> • Collate data and assist with report writing to meet the obligations of the SRV program |
| Marie Little Shield (MLS) Team | <ul style="list-style-type: none"> • In conjunction with the Community & Junior Development Manager assist with the coordination and delivery of the Marie Little Shield (MLS) program • Coordinate the process for team officials' appointments including: Coach, Assistant Coach, Team Manager and Umpire • Coordinate the trials for team selection • Work with Communications, Marketing and Partnerships team to promote MLS program including trials, team selection, appointments and competition |
| Diversity & Inclusion Strategy | <ul style="list-style-type: none"> • Use data and research (from inside and outside of NV) to understand the Netball Victoria membership base and demographics in the areas of Indigenous, All Abilities, CaLD and Males. Ensure this data and information is shared internally at NV to support the profiling of each association and league. • Plan and coordinate the delivery of programs promoting Diversity & Inclusion to increase fans (Melbourne Vixens), participants and Netball Victoria members amongst Indigenous, All Abilities, CaLD and Male communities • Promote netball to increase participation rates through community engagement amongst CaLD communities through traditional pathways and products including; NSG and Schools programs, Associations, Leagues, Clubs (including the VMNL) Rock Up Netball and clinics. • Plan and promote key awareness raising campaigns for Indigenous and All Abilities communities, internally and externally • Build and maintain strong professional relationships with stakeholders and key partner organisations and other external clients relating to Diversity & Inclusion programs • Contribute to the development of a Male Participation Strategy. |
| Associated Duties | <p>General:</p> <ul style="list-style-type: none"> • Take an active role in all meetings and planning days • Liaise with other departments for best outcomes of diversity & inclusion programs and Netball Victoria strategic plans • Work with all staff to provide advice regarding diversity & inclusion programs, including integration with other programs and events • Other duties as directed from the Community & Junior Development Manager <p>Budgets:</p> <ul style="list-style-type: none"> • Monitor budgets for Netball Victoria <p>Reporting:</p> <ul style="list-style-type: none"> • Contribute to the monthly strategic operational plans and KPI requirements • Ensure all funded work plans and KPIs are met and reported on in a timely and accurate manner in accordance with the funding agreements |
| Contribute to Workplace Culture | <ul style="list-style-type: none"> • Be committed to, and at all times, displaying behaviours consistent with Netball Victoria's Identity Anchors which include enabling each other to shine, having no limits and leading. |

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| | <ul style="list-style-type: none"> • Be open minded and embracing of Netball Victoria employees, communities and stakeholders • At all-time contribute to a safe and healthy workplace • Embrace Learning and Development |
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Qualifications, Experience & Skills

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| <ul style="list-style-type: none"> • Relevant tertiary qualification • Minimum of twelve (12) months relevant work experience • Ability to set priorities, plan work programs, meet deadlines and manage time effectively, work autonomously and as a member of a team • Experience in working with volunteers • Effective communication skills; face to face, telephone and written reports and general correspondence • Effective interpersonal skills and the ability to elicit cooperation of diverse range of members from the netball, sporting and business communities • An understanding of sport culture and grass roots sporting organisations • Driver’s license • Preparedness to travel to country regions, work evenings and weekends as required • Working with Children’s Check connected to Netball Victoria • Knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural or Indigenous background |
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