



**DONVALE  
NETBALL CLUB**

## POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives  
through the sport of Netball*

<b>Position Title:</b>	<b>Communications Co-ordinator</b>		
<b>Reports to:</b>	Executive Committee	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	One to Two Hours per week		
<b>Donvale Netball Club Inc.</b>	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster &amp; District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
<b>Commitment to Child Safety</b>	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

### Primary Purpose of Position

- To act as a funnel for all Club communications going to members through the Website, Team App, Facebook, Instagram and other relevant social media platforms to engage with Club members, community outreach, the wider netball community, sponsors, partners and stakeholders.

### Key Responsibilities

- Gathering and assessing suitable content for all member communication
- Liaising with the relevant Club Media Managers for planning of regular feeds and suitable content for posting
- Supporting Club Media Managers with monitoring, editing and deleting of any inappropriate content
- Basic functioning should be within the initiative of the Communications Co-ordinator and can be independent of input from committee.
- Bring to the attention of the Committee new initiatives, outreaches, or any concerns.

- Team App Maintenance of Database, sponsorship/partnership/stakeholder marketing, updating members, team lists and events calendar
- Regular Club News Updates to Members including images (with relevant permissions) and relevant content such as news, rules, top level competition, opportunities for participation, clinics, workshops, shout-outs etc etc etc

#### **Knowledge, Skills & Abilities**

- Commitment to the success of the Club, its membership and the sport of netball.
- Strong written communication skills.
- Ability to act on direction from Committee
- Enthusiastic and positive attitude
- Well organised and able to work in a logical, orderly and timely manner
- Ethical, honest and trustworthy
- Self-motivated to maintain social media engagement throughout the season.
- Adherence to ethical guidelines for content creation/engagement
- Initiative and discretion in selecting and posting information and responses
- Familiarity with Member Protection, Behaviour Codes, Child Safety and policies and procedures of the Club and its affiliated organizations

#### **Other Requirements**

- Induction Training
- Working with Children Check
- Play By The Rules Child Safety