



## POSITION DESCRIPTION

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

<b>Position Title:</b>	<b>Member Protection Information Officer</b>		
<b>Reports to:</b>	President	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	Committee Meeting once per month, plus extra for duties		
<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 deliver advice and awareness within the Club around developing a child safe environment

### Key Responsibilities

- The Membership Protection Information Officer may work with the Club to develop procedures specific to the Club to assist with minimising risk to children, provide education to coaches, administrators and club members, promote Club and affiliated parent/guardian body policies and procedures, and provide advice as required.
- Understand the importance in adopting appropriate screening processes for members working with children and the requirement for criminal history assessments.
- Have a good Knowledge of Netball Victoria's Child Safety in Netball Policy and Code of Conduct and Netball Australia's Member Protection Policies and procedures.
- Understand the definitions and indicators of child abuse and neglect .
- Acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children.
- Have knowledge of the Child Abuse Report Line processes and procedures outline in Netball Victoria's Child Safety in Netball Policy and Netball Australia's Member Protection Policies.

- Have a good understanding of Victorian Legislation in relation to all of the proscribed child safety standards.
- Working With Children Check – ensure all Committee, Coaches, Team Managers and other persons proscribed by law who should have a current Working With Children Check are recorded in the Club WWCC Register, and follow up any who have not yet met their WWCC obligations.
- Regular review and maintenance of the Working With Children Check Register and associated documents.

#### **Responsibilities of the Club**

- Develop a risk management plan addressing the safety of children with respect to other people within the organisation
- Educate and ensure members have access to Netball Victoria’s Child Safety in Netball Policy.
- Have guidelines and procedures that support the policy.
- Educate and ensure members have access to Netball Victoria’s Child Safety in Netball Policy.
- Consider clear recruitment procedures for staff and volunteers eg. Referee checks, qualification checks if applicable.
- Provide staff and volunteers with information or training around child safe environments, and provide support in their roles.
- Encourage the participation of children in decision making (let them have a say or provide feedback).
- Ensure that all staff and volunteers are aware of their mandated notification obligations, including Working With Children Check registration and/or profile updates.

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

- Commitment to the success of the Club, its membership and the sport of netball
- Good interpersonal and communication skills
- Able to understand and disseminate the information to the members about association policies
- Able to keep and maintain accurate records
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy
- Sympathetic and empathetic

#### **Other Requirements**

- Induction Training
- Working with Children Check