



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Website Manager		
Reports to:	Executive Committee	Direct Reports:	Appointed Content Manager
Employment Status:	Volunteer		
Time Commitment	One hour per month		
Donvale Netball Club Inc.	<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 & 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, Sponsorship Manager, Website Manager, Programmes Development Manager, Events Manager and Child Safety Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<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

Maintenance of the Club website as an information tool to engage with Club members, community outreach, the wider netball community, sponsors, partners and stakeholders.

Key Responsibilities

- Gathering and assessing suitable content
- Planning of regular updates for posting
- Updating website with information from the website content provider
- Monitoring, editing and deleting of outdated content
- Basic functioning can be within the initiative of the Website Manager and can be independent of input from committee.
- Bring to the attention of the Committee new initiatives, outreaches, or any concerns.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Strong written communication, computer and website management 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
- Able to work independently and with initiative
- Adherence to ethical guidelines for content creation/engagement
- Familiarity with Netball Victoria Member Protection, Child Safety and Codes of Behaviour policies and procedures

Other Requirements

- Induction Training
- Working with Children Check