



Department of
**Local Government, Sport
and Cultural Industries**



Indigenous Traineeship position: Netball WA

The Wirrpanda Foundation (WF) is working on an exciting project in partnership with the Department of Local Government, Sport and Cultural Industries – Sport and Recreation WA. As part of this, we are recruiting for a young Aboriginal or Torres Strait Islander person to take on the fantastic opportunity of Community Netball Trainee, in Perth with Netball WA.

If ever there was a diverse, challenging and rewarding industry, sport and recreation would be near the top of the list. With a range of pathways across sport, community and outdoor recreation, the sector offers a range of careers that impact positively on people's lives by contributing to their health and well-being, in addition to building stronger, happier, healthier and safer communities. We are currently looking for enthusiastic individuals who are looking to launch a career in this exciting industry.

For more information on careers in the Sport and Recreation industry you can go to:

[Jobs and Skills WA Fact Sheet](#)

[Future Now](#)

[Youth Central](#)

This role will be based in Perth, employed with Netball WA as a Community Netball Trainee

Netball WA is the governing body for netball in Western Australia. The organisation has a clear vision to be the sport of choice in Western Australia. Netball is the highest female participation sport in Western Australia and played in every major city and town across the State. From the grassroots to the elite, Netball WA has a holistic approach to the growth and development of the sport of netball.

The successful applicant will work collaboratively with the Netball WA community, as well as identified community organisations and other stakeholders, to enhance the culture, growth and development of community netball in WA.

This role will specifically assist with the planning, coordination and delivery of community inclusion programs competitions and events. Additionally, the role will assist with identified venue operations associated with the State Netball Centre.

The core responsibilities and duties of the position include:

- Promote, uphold and advocate first class customer service practices ensuring Netball WA is positively placed as a market leader in this field
- Provide support to the Community Netball team and other internal and external stakeholders
- Work with the Netball WA community to assist with the delivery of netball to Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities and people with disabilities
- Plan, coordinate and deliver identified Inclusion programs, events and initiatives
- Assist the Venue, Competitions & Events Teams with venue operations and the coordination of identified competition and event requirements
- Actively participate in specific projects and/or committees as required
- General administration; including recording meeting notes and actions, filing, data collection and record maintenance
- Any other duties within the trainee's capabilities and which is reasonable to expect the trainee to undertake as directed by the Participation Manager or General Manager – Community Netball from time to time
- Adhere to and comply with Netball WA policies and procedures.

The successful applicant will commence work at a date agreed on by both the employer and trainee in April 2020.



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The trainee will undertake a full-time workload (37.5 hours per week) for a period of 9.5 months. Within the 37.5 hour working week, trainees will be given time and support to complete a Certificate III in Sport and Recreation (or similar, dependent on individual needs) as well as on-the-job learning and professional development.

Benefits

The WF and Netball WA are committed to setting you up for an enjoyable traineeship experience, and creating a platform for a successful career.

WF have highly skilled mentors that will support you throughout your traineeship; Netball WA have experienced staff to guide and teach you day-to-day.

You will be offered a competitive wage as well as the following enticing benefits:

- Fully funded training opportunities and relevant professional development
- Community engagement opportunities
- A trained mentor to provide you with dedicated support
- Full support offered to the trainee for the duration of their employment

What we are looking for

Essential

- Young person approximately 17-24 years old
Other applicants will be considered if they are the right fit for the position
Suitable candidates would have minimal working experience and training/education
- Preparedness to be flexible in respect to work hours; some out of business hours and weekends may be required (negotiated and coordinated with manager)
- Commitment to a long-term employment and training pathway
- Enthusiasm for the recreation/leisure/sport industry
- Good communication skills
- Ability to work with diverse groups and within a team environment
- Be multi-skilled, flexible and is adaptable to change
- Ability to work well under pressure
- Commitment to training requirements of the position
- Working with Children Check (or ability to obtain one immediately)

Desirable

- Basic computing and administrative skills, competence in Microsoft Office suite
- Experience in the Netball community and/or environment
- Sound customer service delivery
- Current "C" class WA driver's license

Important Points

- This position is not working for the Wirrpanda Foundation; the successful applicant will be employed by Netball WA
- As this is a traineeship position, applicants who have completed tertiary qualifications are not eligible to apply
- This traineeship is an Aboriginal & Torres Strait Islander identified position
- Applicant **MUST** address ALL requirements of the advertisement, as outlined below.

For more information, please contact Kate Bobridge, Wirrpanda Foundation
P: 08 9242 6703, 0432 752 673 E: kateb@wf.org.au

TO APPLY:

Submit your Resume and Cover Letter via email to Kate Bobridge, Wirrpanda Foundation, addressing the specific requirements as outlined above (see application tips on the next page)
Closing date - 5:00pm AWST Monday 30 March 2020

APPLICATION PREPARATION & TIPS

If at any time you have questions or are unclear on anything please don't hesitate to email or call and ask for help. We are more than happy to assist.

- As this is a traineeship position, we would not expect that the level or amount of professional working experience presented within your Resume would be extensive. Think about including any relevant experience such as things you have done, volunteer roles, positions held, knowledge or skills gained within your community, school or sporting and/or recreation club.
 - Please include two references in your Resume.
 - When writing your Cover Letter, please
 - *tell us a bit about yourself*
 - *in what way are you passionate about sport and recreation*
 - *why you think you would be good in this role*
 - *describe 3 behaviours that you think are most important to display in the workplace.*
- Maximum two pages.

