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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Aboriginal Liaison Officer

Organisation:	
Job Title:	Aboriginal Liaison Officer of (<i>Association name</i>)
Position Type:	Voluntary
Reports to:	President of (<i>Association name</i>)
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 5 to 10 hours per week</i>

POSITION DETAILS

Purpose

- To work collaboratively with (*Association's name*) and within the local Aboriginal and Torres Strait Islander (ABTSI) communities including surrounding suburbs to assist in regular participation within the sport for young Aboriginal and Torres Strait Islander people.

Knowledge/Skills

- Effective verbal and non-verbal communication skills appropriate for working within ABTSI communities – adapting conversations to suit any audience, communicating clearly, concisely and with a high level of integrity;
- Organisation and time management skills;
- Ability to respond to enquiries/problems quickly and effectively;
- Cooperative team player who demonstrates an awareness of cultural and gender diversities and adjusts personal style in response to stakeholder/member differences.

Typical time commitment

- Approximately 5 hours a week*
- More hours during Winter season (generally May to September)*

Responsibilities and Duties

- Help build and maintain positive partnerships to foster open and honest communication and positive interactions between the Association and ABTSI community members;
- Assist in improving cross-cultural understanding between the Association and the ABTSI community;
- Support the aspirations/pathways of all ABTSI members;

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- Ensure regular attendance at Association Committee meetings and other requirements that will assist in the role;
- Where required, create a platform for communication between coaches, teams, parents, players and the Association

Member Protection

- You may be required to obtain a Working with Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18)*)
- If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate

ADDITIONAL INFORMATION

Volunteering in this position gives you the opportunity to:

- Work as part of team dedicated to the growth and development of (*Association name*)
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of (*Association name*)
- Use one's skills in a positive and engaging way
- Develop a greater understanding of sports management structures

For further information regarding this position please contact (*Association name*) (*Association contact details*)

Please note, this role is suitable for Aboriginal and Torres Strait Islander people only.

This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs