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| **POSITION DESCRIPTION – Aboriginal Liaison Officer** | |
| **Organisation** |  |
| **Job Title** | Aboriginal Liaison Officer of *(Association name)* |
| **Position Type** | Voluntary |
| **Reports to** | President of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * To work collaboratively with *(Association’s name)* and the local Aboriginal and Torres Strait Islander communities including surrounding suburbs to assist the Association in cultural awareness and in building participation within the sport for Aboriginal and Torres Strait Islander people. | |
| **Knowledge/Skills**   * Effective communication skills appropriate for working within Aboriginal and Torres Strait Islander communities – adapting conversations to suit any audience, communicating clearly, concisely and with a high level of integrity * Act with integrity, confidentiality, and objectivity * 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 the Winter season (generally May to September)* | |
| **Responsibilities and Duties**   * “Abide by the Code of Conduct” * Assist in building and maintaining positive partnerships to foster open and honest communication and positive interactions between the Association and Aboriginal and Torres Strait Islander community members * Assist in improving cross-cultural understanding between the Association and Aboriginal and Torres Strait Islander community; * Support the aspirations/pathways of all Aboriginal and Torres Strait Islander members * Attendance at Association Committee meetings and other requirements that will assist in building relationships and growth * Where required, create a platform for communication between coaches, teams, parents, players and the Association * Provide feedback to the Association on their process, procedures and programs to encourage further interaction between the Association and the Aboriginal and Torres Strait Islander community * Encourage Aboriginal and Torres Strait Islander peoples to undertake coach and umpire development   **ESSENTIAL**   * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC   + If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required. * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a 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 your 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 and contact details)*  *This role is recommended for Aboriginal and Torres Strait Islander people only.* | |

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| ***NWA-RES-01 Association Aboriginal Liaison Officer PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note, that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |