|  |  |
| --- | --- |
| **POSITION DESCRIPTION – Assistant Administrator** | |
| **Organisation** |  |
| **Job Title** | Assistant Administrator of *(Association name)* |
| **Position Type** | Voluntary / Paid |
| **Reports to** | Administrator of *(Association name)*  President of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Between 5 and 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  The role of the Assistant Administrator is to assist the Association in all aspects of office work and general administration. | |
| **Knowledge/Skills**   * Understanding of Child Safeguarding and the WA Working with Children compliance requirements * Understanding of Association activities and its future direction and plans * Understanding of the Associations Constitution, By-Laws, Policies and Procedures * Computer literacy * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational skills * Positive and enthusiastic attitude * PlayHQ competency | |
| **Typical time commitment**   * *Approximately 5 hours per week over the year* * *Approximately 10 hours per week during the registration period, generally February to April* * *Saturday mornings during winter season (18 weeks, generally May to September) may be required.* | |
| **Responsibilities and Duties**   * Abide by the Code of Conduct * Assist in office work and general administration * Help members complete online registrations * Attend committee meetings as required * Communicate with members, Netball WA, and other Associations * Assist committee in preparing calendar for the season * Help with running weekend competitions if required * Assist in producing submissions for grants and sponsorship * Respond to enquiries from members * Assist with any additional duties where possible   **ESSENTIAL**   * National Volunteer Police Clearance * 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 unless an exemption applies * 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)* | |

|  |
| --- |
| ***NWA-RES-04 Association Assistant Administrator 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*** |