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| **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
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| **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.*
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| **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
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| **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)* |

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| ***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*** |