

# POSITION DESCRIPTION

Ariels VCNA

<b>Position Title:</b>	<b>Participation Manager</b>		
<b>Department:</b>	N/A	<b>Reports to:</b>	Ariels Committee
<b>Location/s:</b>	Fairlea Reserve Fairfield VIC	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Casual (estimated at approx. 15 hours per week during competition establishment phase, or as required)		
<b>Remuneration:</b>	Clerical and Administrative Staff Grade 3 - Sporting Organisations Award or as agreed		
<b>Ariels Victorian Churches Netball Association</b>	<p>Ariels was formed as Victorian Churches Netball Association in 1930 and is one of the oldest netball associations in Australia. Over the past nine decades the association has continued to grow and promote the sport of netball, particularly in Melbourne's eastern region.</p> <p>The association is committed to providing support and opportunities to players, recognising and nurturing leadership and good sportsmanship and offering a pathway to higher levels of competition to allow players, coaches and umpires to reach their full potential.</p>		

## Primary Purpose of Position

The Participation Manager is responsible for leading the planning, execution and delivery of a sustainable Netball competition at Fairlea Reserve, Fairfield. This includes developing a plan to promote Ariels VCNA within the local community and schools, facilitating clinics and competition initiatives, and delivering community engagement events.

With strong support from Ariels VCNA committee members, the primary objective of this role is to grow awareness of Ariels within the surrounding area, drive growth in participation and ultimately deliver a thriving and sustainable Netball Association at Fairlea Reserve in Fairfield.

Key Responsibilities
<ul style="list-style-type: none"> <li>• Lead the planning, promotion, and operational delivery of NetSetGo program, Junior, Senior and social netball competitions.</li> <li>• Collaborate with schools, clubs, and community groups to recruit participants, teams and clubs.</li> <li>• Oversee the delivery of clinics, competitions and tournaments, including venue coordination, scheduling, team logistics, and officiating support.</li> <li>• Recruit and coordinate local volunteers to join the Ariels VCNA Committee. These volunteers to assist with the roll out of competitions and clinics.</li> <li>• Engage local businesses to support Ariels VCNA and competitions at Fairlea Reserve.</li> <li>• Recruit local netball coaches and umpires.</li> <li>• Monitor competition outcomes, participation rates, and feedback for continuous improvement.</li> <li>• Collaborate with Ariels VCNA on the delivery of this project.</li> <li>• Liaise with Council (owner of the facility) on day-to-day operational matters relevant to Ariels VCNA's tenancy.</li> <li>• Report monthly to Ariels VCNA Committee on progress against competition establishment plan</li> </ul>
Required skills and experience
<ul style="list-style-type: none"> <li>• Minimum 2 years' experience supporting projects or events in the sports or community sector.</li> <li>• Strong understanding of the communities surrounding Fairlea Reserve.</li> <li>• Ability to engage with community to drive awareness of Ariels VCNA.</li> <li>• Sound understanding of netball, including suitable programs for different age-groups and how to run a competition.</li> <li>• Ability to work across multiple stakeholder groups in a collaborative environment.</li> <li>• Understanding of promotional opportunities within and around the local area and ability to deliver a plan for on-going communications.</li> <li>• Ability to contribute to Ariels social media strategy.</li> <li>• Demonstrated ability to self-manage and work independently.</li> <li>• Self-motivated and able to self-direct to achieve positive outcomes aligned to the organizational plans.</li> <li>• Good administrative skills (including computer literacy).</li> <li>• Good communication skills.</li> </ul>
Additional Requirements
<ul style="list-style-type: none"> <li>• Willingness to work flexible hours including weekends and evenings.</li> <li>• Occasional physical work setting up venues or equipment during events and competitions.</li> <li>• Must have Working with Children's Check.</li> </ul>