



ADMINISTRATION MANAGER JOB DESCRIPTION

Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a part time Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

Primary Objective

- The Administrative Officer's role is a paid part time position (up to 15 hours per week).
- To manage the day-to-day operations of Darwin Netball Association, some after hours work is required

Key Duties

- DNA generic email account acknowledge and respond where necessary. Depending on the request, consultation will be required with the DNA Senior Executive (President and Vice President) when responding to contentious correspondence
- Regular communication with clubs with regard to fixtures, regulations and club responsibilities
- Answering of phone and performance of daily functions, post, etc
- Maintain office filing and storage systems.
- Monitor and order office supplies
- Prepare agendas, reports and papers for all Committee meetings
- Take minutes at all Committee meetings and at the AGM
- Communicate all matters of importance from Netball NT to the Committee and Clubs.
- Prepare ipads for scoring for Junior and Senior competition and place in appropriate crates.
- Collect weekly best and fairest votes
- Assist in the organisation of the annual awards and presentation dinner including coordinating voting of awards.
- Run the timer and siren on game days as required.
- Support all media, promotion, marketing and sponsorship activities by updating Facebook, Twitter and the Website.
- Undertake general administrative and other related tasks as required by DNA

Skills Required

- Can communicate effectively both verbally and in the written format.
- Is positive and enthusiastic.
- Is well organised.
- Ability to work independently or within a team to meet key objectives
- Provide an open communication link between the Committee, subcommittees
- Strong computer skills including MS Office
- good communication and a passion for sport an advantage



Darwin Netball Association

Hours of Work

During the Season

Monday	1 hour for emails
Tuesday	1 hour for emails
Wednesday	5pm – 7pm for emails
Thursday	5pm – 11pm attendance at courts
Friday	1 hour for emails
Saturday	Nil
Sunday	Nil

During the Finals

Monday	1 hour for emails
Tuesday	1 hour for emails
Wednesday	5pm – 10pm attendance at courts
Thursday	5pm – 11.30pm attendance at courts
Friday	1 hour for emails
Saturday	Nil
Sunday	Nil

During the Grand Finals

Monday	1 hour for emails
Tuesday	1 hour for emails
Wednesday	5pm – 10pm attendance at courts
Thursday	Nil
Friday	5pm – 11.30pm attendance at courts
Saturday	Nil
Sunday	Nil

During the Wet Season

Monday	1 hour
Tuesday	Nil
Wednesday	2 hours
Thursday	2-3 hours
Friday	Nil
Saturday	Nil
Sunday	Nil

During the Off Season

Monday	Nil
Tuesday	Nil
Wednesday	2 hours for emails
Thursday	Nil
Friday	Nil
Saturday	Nil
Sunday	Nil

Additional Hours

DNA Meetings	2 hours for minutes per meeting
Organising trophies	2 hours
Organising NT Link	5 hours
Organising Junior Presentation	2 hours



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Attendance at Senior Presentation Night 5pm – 11.30pm

Rate

- Hourly rate of \$20.40 as per award for casuals or negotiated
- Darwin Netball Association will contribute to your super fund at 9% and pay your tax.

Conditions

- 12 month contract
- No paid holiday – Holidays may be taken in negation with DNA
- Office will close for six weeks December – January – no paid leave
- Either party can terminate employment with two weeks' notice.