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## ADMINISTRATION OFFICER JOB DESCRIPTION

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### 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 (MT) who are volunteers. The DNA has a paid 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 position (up to 20 hours per week)
- To manage the day-to-day operations of DNA
- To promote netball competitions, programs and events of the DNA in the local and surrounding area via the media. With the purpose to lift the awareness of netball and the DNA in the local community.

### 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 monitor office supplies
- Prepare agendas, reports and papers for all MT meetings
- Take minutes at all MT meetings and at the Annual General Meeting
- Communicate all matters of importance from Netball NT to the DNA MT and Clubs.
- If not completed by the Junior Administration Officer the night before - 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
- Undertake general administrative and other related tasks as required
- Liaise with the various MT members to access appropriate events, competitions, championships, special awards, selection of the DNA and to publicise to the local media
- Provide appropriate support to the DNA by generating ideas about how to promote events and initiatives
- Create and maintain monthly content for Facebook and website
- Work with players reps to identify and promote Premier League players.



# Darwin Netball Association

## 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 DNA MT, subcommittees
- Strong computer skills including MS Office
- good communication and a passion for sport an advantage

## Hours of Work – example only

### 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

### 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

### 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

### During the Wet Season

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

### During the Off Season

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

### Additional Hours

DNA Meetings	2 hours for minutes per meeting
Attendance at Senior Presentation Night	5pm – 11.30pm