



Position Description

Job title: Administration Officer

Reporting to: Executive Officer

Salary: \$30.36/hour

Hours: Part-time, Monday to Friday 9am to 3pm

Location: Matthews' Netball Centre, 199 Salvado Road Jolimont

Purpose of the position

This position has the primary role of providing administrative support to the staff and Executive of Perth Netball Association. The position works closely with members and other key stakeholders and as such requires a high level of quality customer service.

The position works within the budgetary requirements as set by the Executive Committee each year and operates in a manner which achieves the goals set by the PNA Executive.

Responsibilities & duties

General Office and Facility Administration

- Coordinate bookings for facilities including hall, meeting room and courts
- Update and Maintain Key register
- Coordinate Caretaker Rostering
- Ordering of stock, equipment and office stationery
- Coordinate PNA events, including invitations and RSVPs
- Maintain the PNA Working With Children Checks register
- Update and maintain the PNA website where required
- Collecting mail weekly

Development Administration

Provide administrative support for the following:

- Player Development Programs;
- School Holiday Clinics;
- Year 1 & 2 NetSetGO participation programs;
- PNA Umpiring programs
- Other clinics and programs as required.

Other Duties

- Answer general enquiries from PNA members and the public
- Make recommendations required to refine existing operational planning documents and platforms.
- Other duties from time to time as required by the Executive Officer and the President/Executive within the capabilities and capacity of the position.

Academic & trades qualifications

Essential qualifications

- Current Working with Children Check

Work experience & skills

Essential experience

- High level customer service skills and the ability to elicit cooperation from and work with a range of people/stakeholders
- Strong interpersonal skills
- High level computer literacy, including proficiency in the use of Microsoft Office products
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes
- Ability to work independently and part of a broader team
- Preparedness to be flexible in respect to work hours

Desirable experience

- Exposure in working within a member-based association particularly in a sport and recreation environment.
- A good understanding of the game of netball.

Relationships

- This position reports directly to the Executive Officer and the Executive of Perth Netball Association.
- The position works in collaboration with all other PNA staff and has some responsibility for casual staff employed during programs and competitions.
- The position is highly customer service focused.

Employee signature:

Date:

Executive Officers signature:

Date:

President signature

Date:

Performance review period: This position is reviewed on an annual basis on the anniversary of appointment.

Next review date: