



NISSAN ARENA

Position Title:	Competitions and Events Coordinator		
Work Area:	Delivery Network		
Reports to:	Manager, Events		
Primary Location/s:	Nissan Arena 590 Mains Road, Nathan		
Reportable Positions:	Nil	Employment Status:	Fixed Term Contract (8 months) Part-time role – 32 hours p/week
Approved	Pending		

Who are we?	<p>At Netball Queensland, we have an ambitious vision of becoming a world-class sports organisation, respected for transforming lives through netball.</p> <p>To achieve this, Netball Queensland must push the limits. We therefore need extraordinary people to take our sport into uncharted territory. Shaping a performance culture and delivering world class performance starts with assembling the right team and creating an environment where that team can thrive.</p> <p>We are super proud of our history-making Queensland Firebirds team. We are determined to continue to be the number 1 sport for women and girls in Queensland and we couldn't be more excited about our amazing home – the \$45 million state-of-the-art Nissan Arena. The next few years are game changing for us, and we need the right team in place to make the most of these opportunities.</p> <p>All applicants are encouraged to read the Netball United Strategic Plan 2020 to 2022, prior to submitting their application. We are proud of this plan and the ambitious goals it sets for our team and the netball community across Queensland. The Strategic Plan can be accessed from the Netball Queensland website.</p> <p>Further information about us can be found on our websites: Netball Queensland HART Sapphire Series Nissan Arena Queensland Firebirds</p>
--------------------	--

Your Contribution to Netball Queensland

The Competitions and Events Coordinator role is responsible for the coordination, delivery and expansion of highly quality community netball competitions and carnivals, including Nissan State Age, Origin Energy Vicki Wilson Championship and Origin Energy Primary Schools Cup, and supporting the implementation of other key Netball Queensland events.

In this role you will be responsible for delivery of all operational aspects for each competition, ensuring they align with the Netball Queensland Operational Plans, providing a positive, safe and inclusive experience for players, coaches, officials and supporters. Key responsibilities of each designated competition within the Operational Plans

include competition scheduling, logistics and stakeholder management, competition administration via *NetballConnect*, and marketing.

You will also have the opportunity to assist with the organisation and delivery of key Netball Queensland events including the HART Sapphire Series and the Queensland Firebirds Home Games.

As the Competitions and Events Coordinator, you will work closely with a diverse and challenging range of stakeholders and members, including associations, netball clubs, schools and sponsors. The position is a part of a wider team responsible for the development and implementation of innovative participation programs and products, and the delivery of high-quality experiences and events for our netball community.

Reporting to the Manager, Events your work will directly contribute the growth and sustainability of netball in Queensland, and Netball Queensland's vision of being a world-leading sports organisation, respected for transforming lives through netball.

Key Responsibilities of the Role

The key areas of responsibility for the Competitions and Events Coordinator includes but is not limited to the following.

Competitions and Event Coordination

- Plan and deliver exceptional and memorable competition and event experiences for spectators, players, coaches, officials, volunteers and other client groups.
- Produce detailed proposals, budgets and reports for each competition, including key timeframes and deliverables, venue selection and logistics, supplier arrangements, staff and volunteer management and financial reporting.
- Manage the participant registration process including auditing of player eligibility quotas, verifying valid registrations and providing stakeholder support for *NetballConnect*.
- Administration of competition fixturing and registration processes, including creation of multiple draws in line with individual competition requirements.
- Foster positive relationships with all key stakeholders (such as clubs, Associations, schools and sponsors).
- Implement effective strategies to ensure proactive and timely communication with key stakeholders and participants in the relevant competitions.
- Work with internal stakeholders in facilitating the Officials required for competitions and events.
- Liaise with relevant committees, stakeholders and business areas to inform planning and execution of competitions and events.
- Act as subject matter expert in regards to competition rules, requirements and procedures.
- Develop post competition reports including evaluation, insights from participant feedback and recommendations for future competitions and events.

Competition Management

- Develop and implement plans to ensure the delivery of exceptional netball participation competitions.
- Plan and promote an annual events and competitions calendar, ensuring that there are opportunities available at every level.
- Contribute to the planning and delivery of Netball Queensland events, as requested by the Manager, Events.

- Monitoring and reporting of costs and expenses against approved budget.
- Work with the Customer and Brand, and Participation teams to develop and implement successful communication and marketing plans, including promotional and marketing materials to drive participation of the target audiences for each competition.
- Ensure that business, financial and risk management processes are adhered to, and that all decisions made and actions taken are in the best interest of netball.

Delivery

- Ensure participants, members and volunteers are proactively engaged and informed about Netball Queensland competitions.
- Be the key point of contact for Associations, clubs and schools via phone and email, and attend to all incoming correspondence relating to Netball Queensland competitions and relevant events.
- Manage competition logistics and administration, including booking venues, developing competition timetables, sanctioning competitions and developing competition rules and procedures.
- Lead the technical and operational aspects for each competition, including sport equipment, field of play management, back of house operations, workforce management, scheduling fixtures and results.
- Liaise with venue providers, sponsors, contractors and event personnel to ensure that WHS requirements are met and maintained.
- Ensure that competitions and events are delivered to a high standard, with a focus on exceptional customer service and high levels of participant satisfaction and enjoyment.
- Document and share information in a timely and effective manner with internal and external stakeholders.
- Complete all other reasonable duties as identified and required to assist with the delivery of Netball Queensland competitions and events.

Attendance at the following competitions and events are required:

- Nissan State Age
- Origin Energy Primary Schools Cup
- Origin Energy Vicki Wilson Championship

Your Experience, Qualifications and Attributes

In addition to demonstrating competence in the key responsibility areas outlined above, to be successful in this role will require a range of professional experience and personal attributes, including the following.

Experience and Qualifications

- Minimum two years' previous experience in administering and delivering sporting competitions or similar events.
- Thorough understanding of and experience in competition based administrations, including developing draws for fixtures and competitions.
- An understanding of or ability to learn the technical delivery of a netball competition in terms of field of play activity.

- Demonstrated experience in project and/or event management, including planning, implementation and reporting. Able to integrate a number of concurrent work-streams.
- Strong experience with registration and competitions management platforms, preferably NetballConnect, or ability to quickly embrace and adopt new technologies and processes.
- Demonstrated experience in negotiating and managing a diverse range of customers, including ability to build relationships, coordinate and support volunteers and elicit cooperation of people.
- Experience in leading staff and/or volunteers to deliver successful competitions and events.
- High level interpersonal, verbal and written communication skills that allow effective, positive relationships at all times with all internal and external stakeholders.
- Team player with the ability to work autonomously or under minimal supervision to meet deadlines.

Attributes

- A strong personal brand which personifies Netball Queensland's values driven culture of excellence based on trust;
- A problem solver by nature and committed to reimagining what's possible for the future of netball.
- Ability to translate ideas into action and motivate others to deliver and achieve desired outcomes.
- Demonstrated ability to manage competing priorities whilst maintaining a strong attention to detail.
- Self-motivated, ability to work independently and actively contribute to a team culture that prioritises collaboration, innovation and continuous improvement.
- Ability to manage conflicting priorities within time constraints.
- Displays the initiative, attitude and ability to thrive within a dynamic, challenging and fast paced environment.
- Knowledge of sporting culture and member organisations, and awareness of the community sport landscape.
- A positive, energizing and can-do attitude.
- Contribute to a safe, inclusive and healthy workplace.

Other

- A current drivers license will be required.
- After hours and weekend work will be required during the fixed term contract.
- You must hold a Working with Children (Blue) Card or be able to obtain one as soon as possible, and before commencing employment with Netball Queensland.
- You must hold a current First Aid and CPR certificate or be able to obtain qualifications as soon as possible, and before commencing employment with Netball Queensland.