

Position Title:	Partnerships Coordinator		
Work Area:	Commercial	Reports to:	Partnerships Manager
Reportable Positions:	Nil	Employment Status:	Full time
Primary Location/s:	Nissan Arena, 590 Mains Road Nathan	Modified:	January 2022
Netball Queensland	<p>At Netball Queensland we have an ambitious vision of becoming a world-class sport organisation respected for transforming lives through netball. We strongly encourage all candidates to read our Strategic Plan available on our website www.netballq.org.au</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 new \$45million 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>Further information on Netball Queensland, Nissan Arena, Queensland Firebirds and the HART Sapphire Series can be found at www.netballq.org.au www.nissanarena.com.au www.firebirds.net.au and www.sapphireseries.com.au</p> <p>Further information on Netball Queensland, our current Strategic Plan and our core functions can be found at: www.netballq.org.au</p>		

Our Values

The values of our organisation are core to all recruitment. Our values guide and shape how we take up our role and how we behave, individually and collectively. We believe:

- **Trust** - is the "spine" of how we operate. Trust means honest conversations and no "triangles". It means trusting each other – not that we aren't human and never make mistakes but trusting that we each do our very best. And trusting that our peers will also call us out if we need it.
- **Collaborative** – we are not massive fans of traditional hierarchy. Clear roles and accountability definitely, but a spirit of contribution, a team culture of "side over self" and two heads are better than one to crack a problem.
- **Brave** – to transform lives and to lead our sport into the future we will need to make brave decisions, we will need courage to take risks and the resilience to convert failure into fuel.
- **Authentic** – we each have so much to give, and to receive, if we show up. Be real, share our failures and successes, share our learnings. Show up. Find your voice. Own it.
- **Inclusive** – diversity is a strength, and we must get better at it. Whether it is our First Nations people or including men and boys, inclusion and diversity is our future.
- **Innovative** – relentless pursuit of learning and continual improvement, creation of a safe space for ideas to be born and tested and learnings captured.

Primary Purpose of Position

As a member of an energetic team, you will be all about planning and bringing to life the partnership deliverables through activations and mutually beneficial marketing campaigns. Our business is also built on events so you will play a pivotal role in the partner activations on our major event days.

Reporting to the Commercial Partnerships Manager, the Partnership Coordinator is responsible for servicing Netball Queensland's Commercial Partners and managing the corporate hospitality program.

Your opportunity is to bring our values to life by creating and curating experiences that will engage and grow new audiences to build a tribal following, to challenge and be challenged and, most importantly, to grow and achieve as part of our team.

Responsibilities

The Partnerships Coordinator will be responsible for the following:

- Help coordinate the development, implementation, and delivery of the Netball Queensland partnership program, including the day-to-day management of key partners and sponsors with Commercial Partnerships Manager.
- Support the Commercial Partnerships Manager and events team in leading the implementation and delivery of partnership programs at all events.
 - Contribute to the delivery of Queensland Firebirds, SSN matches, and HART Sapphire Series matches played at Nissan Arena, including the hands-on planning and delivery of all commercial commitments (activations, signage, etc.).
 - Work alongside the events and competition teams to deliver partner contracted requirements at Netball Queensland State Events, Carnivals and competitions.
- Lead on elements of match day sports presentation with support of Commercial Partnerships Manager and fan engagement aspects.
- Coordinate the sponsorship review and reporting process for the benefit of partners.
- Implement a structured process for on boarding partners input into the CRM and track and deliver partnership assets using CRM, including confirming asset delivery, and ensuring partner agreements are always up to date.
- Manage the development, implementation, and delivery of the Queensland Firebirds VIP Experience, including ticketing, client relationships and post season reporting. The role will work with the wider Commercial team to identify new opportunities to leverage and grow the VIP Experience.
- Liaise with the Commercial team to ensure partner logos are correct on all collateral, including website, eDM's and other communications.
- Lead on HART Sapphire Series partnership management and game day operations with events and competitions team
- Contribute to the planning and development of strategies for Netball Queensland and the Queensland Firebirds across sponsorship, licensing, marketing, events, media and communications.
- Assist in the coordination of player appearances.

Qualifications and Experience

The Partnerships Coordinator requires the following qualifications and experiences:

Professional

- Relevant tertiary qualifications and/or equivalent relevant experience in a similar role
- High level interpersonal skills and ability to work in cooperation of people
- Ability to set priorities, plan work programs, meets deadlines and manage time effectively
- Ability to build relationships, coordinate and support volunteers or teams
- Strong interpersonal, organisational and project management skills
- Ability to work to a budget and accurately forecast financial outcomes.
- Advanced Microsoft Office computer skills, including word, excel, publisher along with experience with Adobe suite, InDesign would be advantageous
- Excellent written skills including face to face, telephone, written reports, and general correspondence
- Team player with the ability to work autonomously or under minimal supervision to meet deadlines.

- Sporting organisation and events experience an advantage but not essential.
- Ability to work under pressure.

Personal

- Share Netball Queensland's values of collaborative, brave, authentic, inclusive and innovative. The backbone of our organisation is TRUST – in our people and in our brand
- Strong business acumen
- Has an eye for attention to detail
- Strong adaptability in a continuously changing work environment;
- A team player capable of building relationships and delivering results;
- Ability to work outside normal working hours;
- A strong knowledge and love of sport; specific experience in netball would be ideal but not essential.

Other Information

OKRs

Netball Queensland has adopted a performance-focused approach to planning and growth. We use OKRs – Objectives and Key Results. Suitable candidates will need an understanding of OKRs and a willingness to embrace the OKR system.

Hours of Work

The sport industry operates outside of traditional business hours, including weekends. To succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach to ensuring our people can balance their family life and personal commitments alongside the demands of the industry.