

POSITION DESCRIPTION: SPORTS ADMIN

POSITION TITLE: Sports Admin

REPORTS TO: The President

STATUS: Part-time contract, salaried

WHO WE ARE Hervey Bay Netball Association (HBNA) is a vibrant and growing netball community dedicated to fostering a love for the sport and providing a high-quality experience for players, coaches, umpires, and volunteers. As a not-for-profit organisation, we are committed to delivering well-organised competitions, development pathways, and a welcoming environment for all members.

Our association offers competitions and development programs across various age groups and skill levels. We proudly support junior and senior netball, representative teams, umpire development, and community engagement initiatives. HBNA continues to grow, providing opportunities for players to develop their skills and reach their full potential, whether for fun, fitness, or elite-level competition.

THE ROLE The Sports Admin plays a pivotal role in leading the daily operations of Hervey Bay Netball Association, working closely with the Executive Committee to provide strategic and operational leadership. This position requires a proactive and dynamic leader who is passionate about netball and committed to fostering a thriving netball community.

Through strong communication, organisation, and leadership, the Sports Admin will oversee the association's competitions, events, and stakeholder relationships. The role is responsible for ensuring the smooth operation of HBNA while maintaining and enhancing the association's reputation and growth.

Key Responsibilities:

- **Operational Leadership** – Work closely with the Executive Committee to implement the association's strategic plan and oversee the effective management of all operations including; competitions, programs, and facilities (bathrooms/storage/canteen).
- **Policies and Procedures** – Ensure all relevant policies and procedures are in place, regularly updated, and communicated effectively to all member clubs and stakeholders.
- **Committee Collaboration & Staff Management** – Support the association's volunteer workforce, fostering a positive and productive working environment.
- **Community Partnerships** – Maintain and strengthen relationships with member clubs, sponsors, and community partners to ensure ongoing support and development opportunities. Court and facility upkeep assistance, including but not limited to liaising with council.
- **Events & Competitions** – Preparation for daily operations for fixtures and carnivals. Netball program operations assistance as required including but not limited to Saturday Fixtures, Representative Carnivals, Club Carnivals etc.

WHO YOU ARE We are looking for a motivated and experienced leader who is passionate about netball and community sport. You thrive in a fast-paced environment, enjoy working with people, and have a strong ability to manage multiple responsibilities efficiently.

Our Ideal Candidate:

- Strong organisational and time management skills
- Proven leadership experience in sports administration or a similar role
- Effective communication and interpersonal skills
- A collaborative and proactive approach to managing people and projects
- A high level of attention to detail and problem-solving abilities
- Familiarity with Microsoft Office and sports management software
- Experience in event coordination and competition management

YOUR EXPERIENCE & SKILLS

To be successful in this role, you will have:

- High-level verbal and written communication skills, enabling strong relationships with the Committee, staff, volunteers, and stakeholders.
- A minimum of 2 to 3 years demonstrated experience in an office environment with a particular focus on people, projects and experience in administration duties.
- Experience in strategic planning, program development, and project management.
- A track record of delivering projects on time and within budget.
- The ability to manage and prioritise multiple responsibilities effectively.
- Experience in managing competitions, events, and stakeholder relations within a sporting environment.

Requirements:

- A current Working with Children Blue Card (or the ability to obtain one before commencing employment)
- A valid driver's license, reliable transport, and a telephone
- Availability to work flexible hours, including evenings and weekends, to support netball competitions and events

KEY PERSONAL ATTRIBUTES

We are looking for someone who embodies the following qualities:

- **Positive Energy** – Enthusiastic about supporting the growth of netball in Hervey Bay.
- **Strong Work Ethic** – Dedicated to achieving results and delivering a high standard of service.
- **Time Management Skills** – Able to balance multiple tasks efficiently and meet deadlines.
- **Resilience** – Thrives in a dynamic environment and adapts to challenges.

- **Team Player** – Works collaboratively with staff, volunteers, and stakeholders.
- **Lifelong Learner** – Continuously seeks new knowledge and ways to improve.
- **Aligned to HBNA's Core Values** – Integrity, fairness, respect, accountability, and inclusivity.

OTHER INFORMATION As Sports Admin, you will need to work where and when netball happens. While there is flexibility within the role, your schedule will include working evenings and weekends to oversee competitions and events. Some travel may also be required for meetings and development opportunities.

If you are passionate about community sport and ready to lead Hervey Bay Netball Association into an exciting future, we encourage you to apply!

REMUNERATION 15 hours weekly part time 12 mth contract

Sport and Rec Award: Clerical and administrative, level as per experience