



POSITION DESCRIPTION – ASSOCIATION DEVELOPMENT OFFICER (ADO)

Organisation	Noranda Netball Association
Job Title	Association Development Officer (ADO)
Position Type	Committee – Executive Appointed
Reports to	Association Executive – President and Vice President
Currently filled by	
Commencement date	To be confirmed
End date	Reappointed at the Annual General Meeting in February each year as decided by the Executive Committee.
Time Commitment	10 – 15 Hours a week (averaged over 12 months)

POSITION DETAILS

Purpose

The role of the Association Development Officer (ADO) is to lead the development of Players and Coaches within the Noranda Netball Association

Knowledge/Skills

- Intermediate Coach Accreditation (working towards Advanced)
- Experience in coaching, team selection, grading, and talent identification
- Understanding of the coaching pathway and accreditation system and procedures
- Understanding of player development and maturation
- Presenting skills
- Understanding of Child Safeguarding and the WA Working with Children compliance requirements
- Computer literacy
- Understanding of the relevant Association Policies and Procedures
- Effective communication and good interpersonal skills
- Act with integrity, confidentiality, and objectivity
- Good organisational and time management skills
- Positive and enthusiastic attitude
- Current Senior First Aid Certificate (desirable)
- PlayHQ competency (desirable)



Typical time commitment

- 10-15 hours a week (averaged over 12 months)
- Some extra hours during Association team selections/grading process
- Gameday during the winter season & Finals (18 weeks)
- Long weekend in June – Association Championships

Responsibilities and Duties

- Abide by the Associations Code of Conduct
- Understand the relevant Association policies, procedures and guidelines
- Provide feedback to the committee on relevant policies, procedures and guidelines pertaining to player and coach development
- Design, implement and review the development plan for the Association
- Prepare an annual budget for Coach/Player activities and programs and submit to the committee for approval at the Annual Planning Meeting.
- Ensure an introductory netball program such as NetSetGO is run at the Association
- Work with the committee to appoint a NetSetGO Coordinator and liaise with and support the coordinator as required
- Prepare a calendar of events for coaches and players ensuring all are aware of upcoming events and courses offered by the Association and NetballWA
- Arrange/deliver coaching courses/workshop opportunities for coaches within the Association
- Disseminate information to the Associations Clubs regarding coaching and player courses, training, development opportunities and seminars
- Encourage beginner coaches including players and parents to undertake coaching workshops and/or formal coach education to become accredited coaches
- Liaise with NetballWA regarding player and coach development and talent identification
- Attend professional development days as required
- Develop and implement a player and coach development program
- Work with the Association administration to nominate and organize the Associations representative teams
- Coordinate selection and management of coaches for the Association representative teams and assist them in their preparations
- Attend representative carnivals
- Be available to answer queries from coaches, teams, parents and players
- Build a volunteer workforce (Sub Committee) to assist with the talent identification and other development objectives



Responsibilities and Duties....continued

- Develop coach mentors and talent identification selectors
- Maintain a database of the team coaches provided by clubs, including details of their accreditation and develop a communication link with the club coach coordinators
- Carry out administrative duties pertaining to the role as required
- Always abide by the Coaches Code of Conduct
- Submit reports to the committee as required

ESSENTIAL

- Comply with the WA Working with Children Check (WWCC) Legislation
- National Volunteer Police Clearance (if requested)

ADDITIONAL INFORMATION

Employment details:

- This is a Volunteer position that holds a place on the Noranda Netball Association Committee and receives an annual honorarium

To apply for this position, forward your resume or for further information please contact Janice Clamp, Noranda Netball Association President via email: president@norandana.com.au