

Position Description

Administrator – Busselton Netball Association (BNA)

Role Purpose

Provide administrative and operational support to the Board, ADO, and AUDO to ensure smooth communication, accurate records, financial management, policy compliance, and coordination of events, sponsorships, and community engagement.

Employment Type

Paid role in accordance with the Sports Administration Award rate.

Time Commitment

Approximately 8–20 hours per week, with additional hours during peak periods such as end-of-season stocktakes, special rounds, or events.

Key Responsibilities

Liaison and Communication

- Liaise with the Busselton Netball Association Board regarding administration matters.
- Provide regular updates and attend relevant meetings as required.
- Liaise with club members for court bookings.

Administration Support

- Provide general administrative assistance to the Board, ADO, and AUDO.
- Prepare and provide reports to the Board as required.
- Complete merchandise stocktakes at the end of the season.
- Draft, review, and amend Association policies as required.
- Administer Google Business access for all relevant positions.
- Organise Google Drive folders for documentation and ease of access.
- Update competition operating procedures as needed.

Financial & Data Entry

- Enter umpire payments and related financial data into Xero accounting software.
- Enter Association Development Officer (ADO) program payments.
- Monitor budgets for ADO programs, umpire payments, and events.
- Work with the Treasurer to ensure accurate financial records.
- Enter and update all items on Square for canteen, merchandise, and representative program sales.

Sponsorships and Funding

- Identify and apply for funding opportunities for the Association.
- Update and distribute the BNA Sponsorship Package to the community.
- Liaise with sponsors throughout the season and uphold sponsorship commitments.
- Collaborate with the Social Media Officer for promotional opportunities and regular sponsor-related posts.

Special Rounds & Events

- Coordinate special netball rounds, including Belt Up Round, Indigenous Round, and MND Round.
- Organise events and community engagement activities aligned with these rounds.

Communications and Marketing

- Draft and distribute regular newsletters using Mailchimp.
- Collaborate with the Social Media Officer to ensure consistent and timely social media content, particularly around events and sponsor promotions.
- Liaise with the website coordinator regarding documentation, updates, and logos on the Association website.
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Skills & Requirements

- Strong organisational and time management skills.
- Effective communication and teamwork abilities.
- Attention to detail with the ability to manage multiple priorities.
- Proficient in Google Business, Microsoft Office, Xero, Mailchimp, and Square.
- Ability to work independently and within a team.
- Passion for community sport and engagement.
- Prior experience in sports administration or volunteer coordination.
- Knowledge of netball operations at a community level.
- Familiarity with funding/scholarship application processes.
- Commitment to supporting the Association's operations, programs, and events.

