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| **Position Title:** | **Representative Convenor**  |
| **Reports to:** | **DNA Committee** | **Direct Reports:** | Nil |
| **Employment Status:** | Volunteer - Honorarium payment  |
| **Time Commitment** | Approximately 4 hours per week at the commencement of the season. Then approx. 1 hour per week, except for meetings, tournaments and other organised events arranged by the committee. |
| **Darebin Netball Association** | Darebin Netball Association is a not for profit, member based organisation which is governed by a volunteer Board of Directors and an affiliate member of netball Victoria. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>**Darebin Netball Association Commitment to Safeguarding Children & Young People**At Darebin Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Darebin Netball Association is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

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| **Primary Purpose of Position** |
| * Main contact person for all representative players, parents and coaches flow on information for Tournaments, Events etc
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| **Key Responsibilities** |
| In consultation with Coaches* Respond to emails and any communications in relation to the Representative Program
* To send emails with correct information and contact details of the appropriate person.
* Advise all parents and players of tournament dates in February - regardless of entry confirmation.
* Minimum of 6 weeks notice for the upcoming tournament outlining all important details. 4 weeks notice to confirm attendance
* 3 weeks notice to advise of teams
* 1 weeks notice reminder for tournament & advise no training the following day
* Follow up email to advise of tournament result.
* Organising and preparing fundraising events.
* Organising and preparing strategies for marketing and sponsorship.
* Communicate with and support the Team Manager as required
* Abide by Association Policies and Procedures
* Abide and sign the Coaches Code of Conduct
* Attendance at the DNA Representative Team Program Induction Day.
* Attendance at review meetings as scheduled by the DNA Committee.
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| **Knowledge, Skills & Abilities** |
| * Sound knowledge of netball
* Sound Knowledge of Netball Victoria’s Child Safety in Netball Code of Conduct
* Understanding of training match day responsibilities
* Strong communication and interpersonal skills
* Can maintain confidentiality on relevant matters
* Be able to relate to a diverse group of individuals
* Positive and enthusiastic
* Well organised
* Ethical, honest and trustworthy
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
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