



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Communications Co-ordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Communication Co-ordinator
POSITION TYPE:	Volunteer
RESPONSIBLE TO:	Club Committee
TERM OF OFFICE:	1 year / 2 year
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To actively promote NJNC across the State and local Community, Player, Parents and Officials. To raise the profile of the NJNC utilising all means of promoting NJNC through state, national and local Media, Website, Facebook, Instagram, Twitter, Members email Local Council, Netball SA any relevant article approved by NJNC

KNOWLEDGE / SKILLS:

- Excellent communication skills, both written and verbal
- Good people skills and interest in all aspects of NJNC
- Good time management and the ability to publish articles in newsletters, website and social media in a timely manner
- Ability to produce informative and interesting articles and reports that are of general interest.
- Able to promote and work in a team environment with the Committee and other contributors
- Maintain confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft office, Publishing software and social media platforms. Regular access to Computer and Phone.

RESPONSIBILITIES AND DUTIES

- Promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Be well informed on NJNC activities
- Aware of the NJNC Constitution, By laws, Policies and Procedures relevant to the role
- Develop network of people to provide articles of interest throughout NJNC to highlight milestones and items of interest to be published throughout the NJNC
- Highlight the NJNC profile with articles on the website and social media
- Manage the NJNC website and social media platforms to optimise the club profile and information about NJNC
- Produce monthly NJNC newsletter to all members which includes the Premier League, Senior and Junior updates.
- Produce weekly Premier League report via social media.



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ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE