



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Sponsorship Co-ordinator

ORGANISATION:	Newton Jaguars Netball club
POSITION TITLE:	Sponsorship Co-ordinator
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club President, Committee
TERM OF OFFICE:	1 Year / 2 Year
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

Responsible for maintaining and developing new contacts for Sponsorship of NJNC. Create relationships and manage Sponsors as an integral part of the club.

KNOWLEDGE / SKILLS:

- Good Communication skills
- Friendly and caring attitude
- Well informed on club activities
- Aware of the future directions and plans of NJNC
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office, Internet, email and Facebook

RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- To create a network of people who can assist with finding contacts for potential sponsorship,
- The Co-ordinator can co-opt people to assist with sourcing Sponsors or introducing to potential sponsors to the NJNC
- Plan and activate regular communication with sponsors so as they are up to date with Club Activities.
- Provide the opportunity for sponsors to participate in NJNC events
- Create a positive environment with sponsors with the support of Committee members to ensure they feel they are valued and appreciated.
- Create and maintain Sponsorship agreements reflecting the agreed terms of any Sponsorship Agreed to.
- Maintain and develop a range of sponsorship packages which outline the benefits to the Sponsor and the NJNC.
- Attend monthly Committee Meetings and provide report. Copy to be forwarded to Club Secretary prior to meeting.



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RESPONSIBILITIES AND DUTIES CONTINUED

- Create a presentation framework to present the sponsorship opportunities to potential Sponsors
- Research the type of businesses in our community to identify possible opportunities for NJNC
- Implement sponsorship strategy and plan to maximise sponsorship opportunities
- Initiate negotiations with Sponsors to ensure the agreement is matched to the requirements of all parties
- Ensure Sponsors have appropriate recognition with signage at the Courts and featured strongly on the website
- Profile club sponsors on the website and through the Social media avenues that exist
- Create networking opportunities for sponsors within the NJNC community

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