



Netball everyday for everyone in every way

Netball Development Coordinator Job Description

Position: Responsible for development of netball within the Centre
Job Title: Netball Development Coordinator
Reports to: Kapi Mana Team Leader / Chair of the Board
Status: 30 hours per week and fixed-term 12 months
Location: Kapi Mana Netball courts; Mungavin Ave

THE KAPI MANA NETBALL CENTRE

The Kapi Mana Netball Centre (KMNC) is one of five Centres within the Wellington Region. We currently have over 120 teams and cater for netballers from Future Ferns (FF) through to Premier. As part of KMNC's vision and strategic plan, our ethos is to provide *"netball everyday for everyone in every way"*. There is a growing population within Porirua City and KMNC foresee the need to position ourselves to supply that demand. With a focus on umpires, coaches, players and participation, now is the time to join our Centre on this exciting journey leading into 2022. KMNC are on the hunt to recruit a Netball Development Coordinator extraordinaire!

PURPOSE OF THE POSITION

The purpose of the Netball Development Coordinator position is to develop, grow and sustain the performance pathway and participation numbers of players, coaches, officials and administrators. He/she will deliver services designed to increase the quality and enjoyment of the netball experience for all, and create and implement programmes that identify and support talent.

KEY RESPONSIBILITIES

KEY TASKS	RESPONSIBILITIES
Development – Performance athletes	<ul style="list-style-type: none">• Create and implement programmes for age groups – i.e. "KMNC Performance Hub – Team 6"• Create and implement Talent Identification programmes
Development – Players	<ul style="list-style-type: none">• Create and implement holiday, afterschool and other programmes with a focus on participation, growth, skill development and financial income• Create and implement new initiatives with a focus on growth and financial income i.e. A six - eight week Year 7-8 Boys Summer League etc• Deliver "In-Schools" pre-season OR "in season" programmes

	<ul style="list-style-type: none"> Facilitate and oversee the representative programme
Development – Umpires	<ul style="list-style-type: none"> Liaise with the Umpire Convenor to deliver effective courses to grow the number and quality of umpires Establish an umpire database Delivery of umpire courses to student umpires at their schools Administer workshops/modules to be delivered at the Centre led by qualified umpires i.e. Zone Theory/Centre Theory Test
Development - Coaches	<ul style="list-style-type: none"> Create and implement NNZ Coaching modules Create and implement coaching workshops required for our Centre i.e. specialist clinics shooting, midcourt, defence Establish and maintain an up to date Centre coaches database Actively encourage coaches to progress through to NNZ development pathway
Health and Safety	<ul style="list-style-type: none"> Comply with all approved rules, policies and procedures Ensure health and safety consideration is integrated into all aspects of role
Communication/Relationships	<ul style="list-style-type: none"> Be the first point of contact for all member enquires regarding development programmes and pathways Provide information for quarterly newsletters and social media to the Communications Coordinator Ensure KMNC communication channels around development are accurate and updated in a timely manner Build and maintain excellent relationships with Schools i.e Sports Directors Maintain relationships with Netball Central Zone i.e. High Performance Staff
Customer care	<ul style="list-style-type: none"> To work in effective collaboration with KMNC membership and all functions of KMNC To ensure that memberships' expectations are exceeded whenever possible. To deal with membership (both internally and externally) feedback, whether positive or negative, in a courteous, efficient and timely manner.
Development – Financials	<ul style="list-style-type: none"> Work closely with the centre administrator to set Development budgets Ensure programmes are completed within the determined budget
Other duties	Any other duties the employer may reasonably expect the employee to do as required to ensure the smooth operation of the Centre

KEY RELATIONSHIPS

- Kapi Mana Netball Centre staff and volunteers
- Kapi Mana Netball Centre Board Members life members and service award holders
- Kapi Mana Netball Centre members
- Netball Central Zone
- Netball New Zealand
- Contract service providers e.g. physio, trainer
- Kapi Mana Netball Centre supporters, customers and general public

EXPERIENCE, QUALIFICATIONS, SKILLS AND KNOWLEDGE

This role requires an enthusiastic, positive and proactive team player with a focus on providing outstanding customer service to our community. Proven experience and achievement in sport development/sport management is a “must”. You will also be someone who has the ability to confidently communicate and relate to a wide range of audiences.

The successful candidate will require proven experience and skills in the following areas:

- Technical knowledge of netball, including coaching and umpiring
- Netball development and participation from FF to Premier and representative level
- An excellent standard of written and spoken English
- An excellent knowledge of computer packages including Microsoft 365 suite, Xero
- An excellent communicator and facilitator
- Ability to relate to diverse groups, the community of Porirua and volunteers
- Ability to work effectively as part of a small team
- Ability to work independently

As part of this exciting role, there is an aspect where you will be required to work outside of normal business hours and days, including some weekend work. This is specifically to support the running of our development programmes and where possible, will be planned well in advance.

Personal Specification:

Experience	<ul style="list-style-type: none">• Proven experience in netball development at grass roots level• Experience and knowledge of netball coaching, umpiring, and playing skills• Excellent standard of computer knowledge and literacy• Demonstrated competency in a community based organisation
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	<ul style="list-style-type: none"> • Effective time management and organizational skills • A current first aid certificate is preferred
Communication and Language Skills	<ul style="list-style-type: none"> • Experienced and a confident facilitator/trainer • Relates well with diverse groups and works well with volunteers • Has sound knowledge of communication through presenting, social media, email, in person etc • High standards of written and spoken English
Other criteria	<ul style="list-style-type: none"> • A clean and current full NZ Drivers License is required • Undergo a police vetting check

KEY PERFORMANCE INDICATORS

Outcomes required

- Effective and efficient communication of information to all stakeholders
- Successful creation and implementation of Development programmes
- Effective management of set budgets for Development
- Relationships with other staff and volunteers

Specific KPIs relevant to achieving the required outcomes

	KPIs
Development – Performance athletes	<ul style="list-style-type: none"> • Definition and establishment of an ongoing performance netball development programme that will work with a maximum of 6 performance athletes per year • Establishment of clear criteria and requirements for initial and ongoing selection into the programme
Development – Players	<ul style="list-style-type: none"> • Two NNZ Y7/8 PDP run per calendar year • One Y9 – Y13 preseason talent development programme run per calendar year • One holiday programme run per every school holiday period • Programme developed for in-school delivery of netball skills (primary, intermediate) • Representative programme successfully delivered
Development – Umpires	<ul style="list-style-type: none"> • Umpire database developed and maintained • Centre umpire development, progression and feedback plan created and maintained • Parent/student/player umpiring workshop delivered pre-season • Umpires attracted, trained and retained

	<ul style="list-style-type: none"> • Programme developed for in-school delivery of netball umpiring skills (primary, intermediate and secondary)
Development - Coaches	<ul style="list-style-type: none"> • Coaching database developed and maintained • Coaching development, progression and feedback plan created and maintained • One NNZ Coach Starter Resource Workshop delivered pre-season • Twelve NNZ Community Coaching award modules delivered at the centre per calendar year
Health and Safety	<ul style="list-style-type: none"> • Health and Safety evaluation and planning included and documented for every development programme and workshop • All reported Incidents are recorded and reviewed • All participants are made aware of any applicable health and safety hazards, rules, policies and procedures
Communication/Relationships	<ul style="list-style-type: none"> • Regular communication with all key stakeholders • Creation of content for the monthly report to the board • Creation of content for centre newsletter • All channels kept updated with accurate, timely and relevant information
Customer care	<ul style="list-style-type: none"> • Enquires are responded to within 1 business day of receipt • The complaints register is actively updated and maintained • A survey to participants is included at the conclusion of all development programmes / workshops
Development – Financials	<ul style="list-style-type: none"> • Accurate forecasting of the cost of development programmes, representative programmes and workshops • Accurate tracking of development programmes, representative programmes and workshop registrations for the purpose of billing participants