**Position Description – Development Director**

Position Type: Voluntary

Hours: Approximately 15 hours per week

Reports to Caboolture Netball Association Board and Members of the Association

**Terms**

Commencement Date: Annual AGM

Duration of Term: 2 years

Resources: Out of pocket expenses – Approved by the Board.

Recognition & Reward: To be discussed and approved by the Board, dependent on circumstance including free or reduced fees, free Association apparel (Official polo, jacket and cap), suitable gift on completion of this term.

**Key Objective and Roles and Responsibilities**

To foster, manage and improve all aspects of development for all members of the Association, with a specific focus on players and officials.

Key roles & Responsibilities

* Shall attend meetings of the Association and its Board and carry out all direction given at such Meetings.
* Attend any Netball Queensland or Sunshine Coast regional strategic and/or planning meetings relating to players, umpire, or official’s development meeting, including setting and coordinating any related courses.
* Be responsible for coordinating all aspects of the development of players and officials involved with the Association.
* Handle any questions and complaints from clubs in relations to umpiring for all competitions run by the Association.
* Overseeing and running of the JOSUP and Whistleblowers umpire courses.
* Overseeing the Umpire Mentors and Umpire Educator during the Junior Seasons.
* Organising of Umpires for our Representative Carnivals.
* Oversee and, if there is no Umpiring coordinator, organise Umpires for the Junior seasons.
* Organise, implement and manage the NetSetGo program for the Association to foster the growth and development of young players new to the sport of Netball.
* Organise accreditation courses with Netball Queensland for Coaches to attend.
* Create relationships with affiliated clubs and local schools to attract and harness potential new players for the Association.
* Convene and preside over the meetings required – membership should encompass the Coaching and Umpiring Coordinators.
* Oversee and where needed direct the support positions of the Umpiring Coordinator.
* As requires by the Board, form part of the selection panel for any employees employed by the Association.

**Qualifications Requirements**

* Hold a current blue card.
* Hold a current Drivers Licence to effectively attend events.

**Skill Requirements and Relevant Experience**

* Experience and/or proven ability to fill a management role in a not-for-profit, volunteer-based Association, including a good understanding of the need for planning, administration needs and the ability to liaise with the Board or members.
* High standard of written and oral communication, interpersonal and effective people management skills.
* Good listening skills and project management skills.
* High level of understanding the Associations Player and Officials development needs of the Association to allow continual growth.
* Proven understanding of the legal, financial, ethical, and moral requirements of the Board.

**Interaction: The Position will be expected to interact with the following key stakeholders and individual positions:**

* Board of the Association
* Umpiring Rostering, Umpire Educator and Coaching Coordinator
* Association Sub Committees
* Selection Committees
* State & Local Government Agencies
* General Public
* Netball Queensland
* Affiliation Clubs and Members
* Other Association Personnel

**Performances Measures**

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| Performances | KPI (how performances are measure) |
| Strong motivation and volunteer management | The Board is fully supportive of you and is enthusiastic and committed to the progress of the Association. |
| Operational objectives achieved in outlined timeframes | All operational tasks/actions are delivered within the designated timeframes and are to the required standard. |
| Organised and effective meetings and operational outcomes | All relevant meetings are attended and participated in to ensure the operational and developmental needs of all players and officials are met. |
| Record keeping system meets organisational and legal requirements | Organisational record management is monitored, and the administration and financial task are up to date and in order. |
| Adequate and Effective Communication | Relevant information and communication requirements reach the relevant group and/or individual.  Relevant information required in assisting the Board in their decision-making processes at meetings is sourced and provided. |