PARTICIPATION OFFICER

POSITION TITLE	**Participation Officer**
ORGANISATION	Netball NT
REPORTS TO	CEO
EMPLOYMENT TYPE	Full time – 38 hours per week – commencing January 2027
LOCATION	Sitzler Netball Centre, Marrara (some intrastate travel, including regional and remote communities, may be required)

ABOUT NETBALL NT

Netball NT is the peak body for netball in the Northern Territory, leading the development and promotion of the sport across communities throughout the Territory.

Working closely with Associations, clubs, schools and community partners, we grow participation and strengthen pathways for players, coaches, officials and administrators. Our focus is building an inclusive, connected and sustainable netball community across the NT.

1. POSITION PURPOSE

The Participation Officer is responsible for growing grassroots netball participation across the Northern Territory through school engagement, community connections and support for local participation opportunities.

The role focuses on connecting people with netball, supporting the delivery of approved participation activities, developing the community coaching workforce and strengthening relationships with schools, Member Associations and community organisations.

The Participation Officer works alongside the Pathways Manager to support the development of netball across the Territory, with a focus on entry-level and community participation. Program design and management are undertaken at the appropriate organisational level, while routine venue bookings, travel arrangements, equipment logistics and central administration are coordinated by the Netball Services Coordinator.

2. KEY RESPONSIBILITIES

2.1 GRASSROOTS PARTICIPATION & COMMUNITY ENGAGEMENT

- Support the growth of grassroots netball participation across schools, clubs and communities throughout the Northern Territory.
- Build and maintain relationships with schools, Member Associations, clubs and community organisations to identify participation needs, strengthen local engagement and support opportunities for people to play netball.
- Support participation activities including NetSetGO, Sporting Schools, Walking Netball, Community Netball Carnivals and other introductory netball opportunities.

- Identify opportunities to introduce netball to new groups and communities, including regional and remote locations, and work with local partners to support access to participation.
- Identify barriers to participation and provide feedback and recommendations to the relevant manager to inform future participation priorities.
- Work collaboratively with Member Associations and community partners to encourage ongoing participation and retention, and support inclusive opportunities for people of different ages, abilities and backgrounds.
- Represent Netball NT at relevant school, community and stakeholder forums as required.
- Work collaboratively with the Pathways Manager where grassroots participation activities connect with athlete development and representative pathways e.g. NT Dragonflies.

2.2 Participation Delivery

- Coordinate the practical delivery of approved grassroots participation activities within established schedules and requirements.
- Communicate with schools, communities and coaches regarding activity arrangements and attendance.
- Maintain accurate attendance records for clinics, school activities and community participation sessions.
- Monitor participation numbers and provide regular updates on attendance, engagement and emerging opportunities.
- Support consistent, inclusive and positive experiences for participants.
- Provide operational requirements to the Netball Services Coordinator for venues, equipment, travel and other logistical arrangements.

2.3 Community Workforce

- Recruit and maintain a suitable pool of community coaches and participation deliverers.
- Allocate community coaches and deliverers to approved activities in consultation with the relevant manager.
- Support the induction and ongoing engagement of community / participation coaches and volunteers.
- Maintain communication with the community workforce and identify gaps in availability, qualifications or delivery capacity.
- Ensure coaches and volunteers understand the requirements of their allocated activities and hold the necessary clearances and qualifications.
- Work with the Netball Services Coordinator to ensure participation activities are supported by appropriate operational arrangements.

3. KEY PERFORMANCE OUTCOMES

Performance will be assessed against the following outcomes:

- Participation numbers and reach across identified grassroots activities, schools and communities.
- Delivery of approved participation activities in accordance with established schedules and requirements.

- Accurate and timely recording of attendance at clinics, school activities and community sessions.
- Recruitment, allocation and support of a suitable community / participation coaching workforce.
- Establishment or expansion of participation opportunities in identified regional, remote and emerging communities.
- Positive working relationships with schools, Member Associations and community partners.
- Effective coordination with the Pathways Manager and Netball Services Coordinator, with clear separation of responsibilities.

4. SELECTION CRITERIA

4.1 ESSENTIAL

- Demonstrated experience in community engagement, sports development, grassroots sport or a related field.
- Ability to build and maintain effective relationships with schools, community organisations, clubs and sporting bodies.
- Strong organisational skills and the ability to coordinate people and activities across multiple locations.
- Effective written and verbal communication skills, including the ability to engage with children, families, coaches, volunteers and community stakeholders.
- Ability to maintain accurate records and manage competing priorities.
- Understanding of inclusive community participation and the ability to engage people from diverse backgrounds.
- Willingness and capacity to travel throughout the Northern Territory, including regional and remote communities.

4.2 DESIRABLE

- Foundation Netball Coaching Accreditation or equivalent experience delivering introductory netball activities.
- Knowledge of Netball Australia participation products, including NetSetGO and Sporting Schools.
- Understanding of the Northern Territory sporting, regional and community environment.

5. OTHER REQUIREMENTS

5.1 PRIOR TO APPOINTMENT

- Current Working with Children Clearance (NT Ochre Card).
- Current NT Driver Licence.
- Current First Aid and CPR Certificate.
- Current National Police Check.

5.2 WITHIN FIRST THREE MONTHS

- Completion of relevant Netball Australia learning modules, including Getting to Know NetSetGO, if not already held.
- Completion of Foundation Netball Coaching Accreditation, if not already held.

- Completion of the Rules of Netball Theory Exam.
- Completion of the Foundation Umpire Course.

The employee is expected to maintain required clearances, qualifications and training relevant to the position.