

ROLE DESCRIPTION



Position Title:	SOCIAL MEDIA COORDINATOR
Reports to:	INC President
Employment Status:	Volunteer
Ivanhoe Netball Club (INC)	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
Commitment to Child Safety	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding polices and approaches. Important information can be found on the INC website at: https://www.ivanhoenetballclub.org.au/ and also on the Netball Victoria Child Safeguarding Resource Hub at: https://vic.netball.com.au/child-safeguarding-resource-hub</p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

Primary Purpose of Position

- Posts on social media information related to the Club in order to promote awareness and to support Club growth player recruitment and participation.

Key Responsibilities

- Regularly posts appropriate information (photos, text etc) to share information about the Club and raise awareness.
- Ensures that the information posted complies with Club and general photography, social media and E-safety requirements, as outlined in the INC Handbook, on the website and other sources.
- Actively seeks relevant photos and event information from members (players, families, coaches, committee members) that may be used in social media and other Club promotion activities.
- Upholds constitution, rules, policies and procedures of the Club.

Knowledge, Skills & Abilities

- Good communication skills and approachable.
- Good computer skills and able to manage smart phone applications and similar.
- Can maintain confidentiality on relevant matters.
- Dedicated Club person.

Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to info@ivanhoenetballclub.org.au
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>. The following are highlighted as being particularly relevant:
 - Child Safety in Netball Code of Conduct, available at: NV Child Safety in Netball Code of Conduct
 - Child Safeguarding – E-Safety Guide for Administrators & Officials, available at: NV E-Safety Guide for Administrators & Officials

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