



ROLE DESCRIPTION

Position Title:	SPONSORSHIP, EVENTS AND FUNDRAISING 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 policies 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

- Provides leadership, coordination and oversight for the Club in matters related to obtaining sponsorship, running events, and fundraising.

Key Responsibilities

- Provides leadership and direction including developing strategies in attract sponsorship and fundraising to support the operations and improve the financial status of the Club.
- Develop and maintain a current a strategic plan for fundraising and sponsorship initiatives for the president and executive committee.
- Ensure the information in the sponsorship pack and on the INC Handbook, website and other resources with respect to sponsorship, fund raising, and events is current and accurate.
- Actively encourage new sponsorship of the Club and be a key contact for existing Club sponsors and sponsorship enquiries.
- Coordinates and provides oversight of fundraising initiatives undertaken by committee and Club members (players, families, team managers etc.) and volunteers.
- Provide oversight and coordination, including delegation, of events including the INC end of year presentation function,
- Upholds constitution, rules, policies and procedures of the Club.

Knowledge, Skills & Abilities

- Good communication skills and can work effectively with others.
- Approachable, positive and enthusiastic.
- Good initiative, flexible, and a 'can do' attitude.
- Can lead and inspire others.
- 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 – A Guide for Communicating with Young People, available at: [NV Guide to Communicating with Young People](#)