

POSITION DESCRIPTION

	Effective Date:	June 2026
POSITION TITLE:	Senior School PCNA Co-ordinator	
REPORTS TO:	Head of Sport Development and Performance	
EXPERIENCE AND QUALIFICATIONS	<p>Essential Requirements</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with the ability to effectively engage students, parents, coaches, and staff, fostering a collaborative and supportive environment. • Proficiency in computer systems and IT, enabling efficient management of data, registrations, schedules, and communication platforms. • Strong organisational skills, with expertise in coordinating schedules, managing logistics, and handling administrative tasks. • Flexibility to work outside regular hours to meet program requirements, including attending matches, training sessions. • Compliance with Perth College's employment standards, including a valid Working with Children Check. <p>Desirable Requirements</p> <ul style="list-style-type: none"> • Experience coaching netball teams, supported by relevant accreditation, demonstrating expertise in coaching practices. • Broad involvement with a Netball Association in roles such as player, umpire, coach, or administrator. 	
POSITION PURPOSE:		
<p>The Senior School PCNA Coordinator oversees the Perth College Netball Academy (PCNA) for Senior School students, managing training and matches to ensure a smooth and effective program. This is a temporary, fixed-term position for Term 3, covering a staff member taking long service leave. The role fosters a positive, supportive environment by working closely with students, coaches, parents, and staff, promoting both personal growth and teamwork.</p> <p>Key responsibilities include mentoring players and coaches, managing day-to-day operations, and ensuring that PCNA activities comply with school policies and safety standards. Through strong leadership and organisation, the Senior School PCNA Coordinator supports the growth of the netball program and contributes to Perth College's broader sports participation and development goals and objectives during this period.</p>		
KEY RESPONSIBILITIES:		
<p><i>Perth College has a dynamic and responsive organisational culture and as such, this role may be altered to adapt to the evolving needs of the school. The key responsibilities of the Senior School PCNA Co-ordinator include but are not limited to:</i></p>		
PROGRAM CO-ORDINATION		
<i>Training and Match Preparation:</i>		
<ul style="list-style-type: none"> ➤ Supervise training sessions for Supervise School PCNA teams, ensuring they run smoothly and provide players with meaningful development opportunities. ➤ Coordinate the match schedule and deployment of umpires for Senior School PCNA matches, ensuring matches are adequately staffed. Attend and oversee all game day matches on a Saturday 9am – 5:30pm ensuring all teams have adequate players, coaches and umpires in attendance. ➤ Arrange substitute players when necessary to maintain team participation and meet competition requirements. ➤ Coordinate and distribute match schedules, providing clear communication to students, coaches, Head of Sports Development and Performance, Head of Health and Physical Education, Sports Director, and Principal to ensure everyone is informed. ➤ Collaborate with the Boarding House to organise weekly Bus schedule for transport to Matthews Netball Centre for Senior School players, coaches, and umpires, ensuring smooth logistics and punctuality. 		
PROGRAM LEADERSHIP		
<i>Communication and Program Management</i>		
<ul style="list-style-type: none"> ➤ Attend Perth Netball Association meetings, representing the Senior School PCNA submitting reports and information within specified deadlines. 		

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- Attend Friends of Netball (FoN) meetings at Perth College submitting reports and working with FoN for positive outcomes for all players and parents in the program.
- Maintain communication with team managers, ensuring they are well-prepared and informed throughout the season.
- Assist with the Junior School PCNA finals, offering logistical and on-site support as needed.
- Attend Junior School wind up and assist as needed.
- Arrange Senior School wind up and trophy for presentation.
- Provide feedback to the Head of Sports Development and Performance on Senior School PCNA team selection, the appointment of specialist coaches, facility requirements, and any conflict resolution matters.

GENERAL DUTIES

Administrative Support:

- Maintain accurate financial records for the Senior School PCNA program, including tracking of expenditures and invoices.
- Record coach and umpire attendance, completing fortnightly timesheets in collaboration with the PCNA JS Coordinator.
- Ensure all coaches complete end of season team evaluations and awards
- Conduct end-of-season reviews and make recommendations for improvements, ensuring the program evolves to meet the needs of participants.

Logistics and Equipment Management:

- Oversee the collection and sorting of equipment at the end of the season, ensuring resources are accounted for and properly stored.

WORKPLACE HEALTH AND SAFETY (WHS)

Risk Management:

- Conduct risk assessments for training sessions, matches, and events, identifying potential hazards and implementing safety protocols in line with School expectations.
- Ensure that first-aid resources are available at all PCNA training sessions and matches, and that coaches and team managers are familiar with emergency procedures.
- Address any safety concerns raised by students, staff, or parents promptly, taking corrective actions as necessary.
- Coordinate safe transportation arrangements for PCNA players, coaches and umpires who are School Boarders, ensuring that logistics meet safety standards.

Hours of Work

This is a part-time role, requiring a 0.7 (FTE) commitment.

The professional responsibilities of the Senior School PCNA Co-ordinator in Term 3 require flexible working hours, with responsibilities before school, after school, and on weekends.

Indicative hours for Term 3 are provided to assist in determining whether you are able to meet the training and game schedule requirements for the term:

- Tuesday - 12:00pm - 7:30pm (Perth College)
- Thursday - 6:15am - 2:00pm (Perth College)
- Friday - 6:15am - 11:00am (Perth College)
- Saturday - 9:00am - 5:30pm (Matthews Netball Centre)