

Role Summary & Terms

Job Title: Membership Liaison

Summary: The responsibility of Membership Liaison is to act as a bridge between Swiss Netball members and Swiss Netball. The role advocates for the development of a stronger and more active netball community in Switzerland by actively engaging with current members to ascertain their interests, aspirations and requirements of Swiss Netball. As the contact point of the Club Council, the position holder will ensure that the reporting to members by the Committee is transparent and responsible whilst having a focus on building strong relationships

Key Tasks:

- Liaise with the Club Council and the Committee on topics for discussion and proposal
- Identify and develop the necessary processes to link the strategic objectives and enable a coordinated implementation
- Maintain effective liaison and visibility with members to manage these relationships
- Key liaison and champion for member and Swiss Netball related efforts
- Ability to set expectations with members to achieve alignment and agreement
- Manage all aspects related to the Swiss Netball Individual Membership Licence via Eventene on a regular basis, including membership benefits
- Support existing Clubs with annual membership queries
- Ensure all players at Swiss Netball events are in compliance of the membership requirements
- Verify objectives are progressing as planned and direct additional actions to be taken when problems or risks are identified
- Report key progress indicators to the Committee on a regular basis

Qualifications / Skills:

- Fluent in English, good knowledge of French or any other national language is a plus
- Some knowledge of netball either as a player, coach or umpire
- Possess excellent administration skills and people skills with experience collaborating in a diverse and dynamic team
- The ability to plan, prepare and implement a well-structured and progressive annual programme
- Able to apply reflective practice to seek continuous improvement
- Passion for progressing netball in Switzerland
- Prior experience of working in a non-profit organisation is a plus



Time Commitment:

Virtual attendance at monthly committee and operational meetings per year and the AGA. In addition, (in person) attendance at such other Swiss Netball events as may be required to represent the Committee and Swiss Netball.

Approximate time required per week: Minimum 4-8 hours.

The position is for a 2-year period.

Key Relationships:

President

Finance Director

Operations

General Secretary

Marketing & Communications

Individual Licence Members

Clubs

Honorary Members