



NETBALL NORTHERN IRELAND

JOB DESCRIPTION

<u>Job Title:</u>	Performance Coordinator
<u>Employer:</u>	Netball Northern Ireland
<u>Responsible to:</u>	Pathways Manager
<u>Salary:</u>	£25,000 per annum
<u>Hours:</u>	Full Time (37 hours per week)
<u>Location:</u>	Flexible Working (This role will be predominantly office based with flexible working negotiable)

Job role:

The Performance Coordinator is responsible for coordinating all logistical and operational duties for the performance pathway and the senior Warrior squads in Netball Northern Ireland. The successful applicant will support the work of the Pathways Manager.

Main Areas of Responsibility

- To support the Pathways Manager to lead the strategic direction of the performance pathway and develop a robust programme of activity to meet the organisations performance aspirations.

- To update and maintain a robust athlete monitoring system used to benchmark athlete development and suitability to the performance system. Collating information on areas such as talent profiling, athlete history and development to measure against world class netball practice.
- To be the point of contact with key stakeholders within the Netball NI pathway, including Academy and National Coaching Teams, National Management Teams, Pathway Athletes, Parents, Schools and Club coaches.
- To effectively coordinate all squad information for Netball Europe events, including but not limited to; managing team travel, accommodation, transfers and eligibility criteria.
- To effectively coordinate all logistical information for squads when competing in major games and competitions such as Test Matches, Commonwealth Games, World Cup or any other major events.
- To coordinate performance calendar and logistics for each squad and communicate this effectively to athletes, coaches and if applicable, parents.
- To effectively manage the trial process across squads ensuring it is in line with Netball NI selection policy.
- To be the main point of contact for pathway and national kit and equipment ordering, collection and distribution.
- To ensure an up-to-date record of performance pathway members is held on our CRM system with relevant information required for performance.
- To communicate all required information and publications to all relevant people within the performance pathway.
- To undertake any other duties as may be required by your line manager from time to time.
- To support the education and communication of UKAD (UK Anti-Doping) information to athletes, coaches and parents and ensure Netball NIs compliance with the Assurance Framework.

GENERAL TASKS

- To effectively coordinate all programmes and plans directly related to the Performance Pathway.
- To prepare reports and lead on aspects, relating specifically to the planning, development, monitoring and maintenance of the Performance Pathway programme for netball.
- To contribute to the overall development of Netball Northern Ireland through input to staff meetings; workshops; conferences etc.
- To participate in organisational training, staff reviews and avail of appropriate opportunities that contribute to personal development.
- To comply and actively promote Netball NI Board's policies and procedures as directed.
- To comply and actively promote the Board's policies and procedures on all aspects of Equal Opportunities.
- Comply and actively promote the Board's Health and Safety Policy and procedures.
- To undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of the Board.
- To undertake any other duties as may be allocated from time to time in accordance with the general nature of the post.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be reviewed as Netball Northern Ireland develops.

Personnel Specification

Attribute	Essential	Desirable
Educational & Professional Qualifications.	1.1 GCSE English and Maths at C grade or above	1.2 Degree in relevant subject
Previous Experience	2.1 Proven experience of coordinating and delivering programmes to a high standard 2.2 Demonstrable experience of supporting a small team in a similar environment 2.3 Experience of coordinating meetings, writing reports and minute writing 2.4 Demonstrable experience of IT skills such as mail merge, data inputting, email, excel spreadsheets and Microsoft word 2.5 Demonstrable experience of collating and reporting monitoring and evaluation information	2.6 Demonstrable financial management experience including cash handling 2.7 Demonstrable experience of working in a performance environment
Knowledge & Understanding	3.1 A knowledge of Netball Northern Irelands landscape and current performance system	3.2 Demonstrate an understanding of Netball NI Strategic Plan and the role of Performance.
Skills	4.1 Experience in the use of Microsoft software in particular Word, Excel and Databases. 4.2 Excellent inter- personal and communication skills. 4.3 Ability to work under pressure and meet tight deadlines. 4.4 Excellent presentation, oral and written communication skills 4.5 Excellent organisational and planning skills 4.6 Ability to work as part of a team 4.7 Ability to work on own initiative as well as under direction	
Circumstances	5.1 Must be able to work additional	

	<p>hours, some of which may be in the evening, at the weekend or short notice.</p> <p>5.2 *Access to a form of transport which must be insured for use when travelling on Netball Northern Ireland business.</p> <p>5.3 Willingness to undertake travel including overnight stays.</p>	
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