



## Netball Northern Ireland Job Description

<b>Job Title</b>	Community Netball Officer with Social Media support role
<b>Location</b>	Netball Office, Playball, Stormont, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3T & delivery role in Belfast
<b>Reports To</b>	Finance Officer
<b>Salary</b>	Subject to age (National Minimum Wage)
<b>Hours</b>	25 hours/week Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekend.
<b>Duration</b>	6 months

### Background Information

Netball Northern Ireland is a growing sports business which is ready to deliver a strategy that will enable the sport of Netball to flourish in Northern Ireland. We are committed to delivering services that support our members and will drive an agenda to help develop all aspects of the sport with the vision of becoming a top 8 ranked team in the World Netball rankings with a strong, cohesive school and club network.

We are recruiting several roles across Northern Ireland to support coaching in local schools, both primary and secondary, community and social groups. Planning, organising and delivering appropriate netball-based activities and programmes for schools and community groups.

The posts are funded directly by the Job Start programme.

### Responsibilities

- Planning, organising and delivering appropriate netball-based activities and programmes for schools and community groups.
- Teaching relevant skills, tactics and techniques.
- Monitoring and enhancing performance by providing tuition, encouragement, and constructive feedback.
- Demonstrating sports skills and instructing in relevant skills.
- Bolstering teamwork and camaraderie.
- Umpiring occasional sports matches or during training sessions.
- Encouraging safe sporting practices.
- Modelling commendable sportsmanship.



- Main work focus and activity in designated geographical area.
- Using official NNI social media accounts.
- Social media administration assistance - Facebook, Instagram, twitter etc.
- Assist with creation of basic promotional graphic and flyer design.
- Create events listings and promotion online and online events calendars.

#### **Additional information**

- Always maintain a high level of confidentiality of information within and outside the workplace.
- Inform the Finance Officer of all issues likely to affect the operations of Netball NI
- Work alongside other staff and volunteers to contribute to the development of Netball NI
- To undertake further training as required.
- To work out of hours, if required, to carry out the above duties.

#### **GENERAL RESPONSIBILITIES**

- Act in accordance with the Code of Conduct for Netball NI employees.
- Comply and actively promote the policies and procedures of Netball NI as directed.
- Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of Netball NI
- 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 relevant roles and responsibilities for this post. The job description is subject to amendment in light of the changing needs of the organisation.

## Personnel Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable experience in developing effective working relationships between a variety of people and organisations.</li> <li>• Awareness of current good practise in safeguarding children and young people.</li> <li>• Can effectively communicate to all both orally and written.</li> <li>• Familiar/experience with use of social media and key platforms.</li> <li>• Able to keep participants safe while facilitating a session.</li> <li>• Competent use of IT - email, Excel and Word in particular.</li> <li>• Able to deal with participants enquiries.</li> <li>• Adapt activities and delivery to different age groups.</li> <li>• Approachable manner in person and via online communications.</li> <li>• Must be available to work outside standard working hours.</li> <li>• Must have access to transport to be able to deliver the needs of the post.</li> <li>• Willing to undertake training as needed.</li> <li>• Must complete Access NI check.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in delivering coaching/supporting coaching sessions in any sport.</li> <li>• Coaching/officiating qualification in any sport.</li> <li>• Completing risk assessments.</li> <li>• Monitoring and evaluating work.</li> <li>• Experience of creating promotional graphics or flyers.</li> <li>• Ability to deal with enquires from public and signpost as required.</li> <li>• Any experience of website management/upkeep.</li> <li>• Video/photography experience.</li> </ul>



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**JOBSTART IS OPEN TO 16-24 YEAR OLDS.** If you are on UC contact your Work Coach via your Journal. If you are in receipt of JSA, IS or ESA phone a Work Coach on 0300 200 7807. If you are 16-24 years old, unemployed, not in education or training and not in receipt of benefits phone 028 90726788.

The successful candidates will be required to attend a range of daytime, evening and occasional weekend events across Northern Ireland.

For further information please visit [www.netballni.org](http://www.netballni.org)

CV and covering letter detailing how you meet the essential criteria should be emailed to [executivemanager@netballni.org](mailto:executivemanager@netballni.org)

Closing date for applications is Wednesday 18<sup>th</sup> October 4pm  
Netball Northern Ireland is an equal opportunities employer.