

JOB DESCRIPTION

- Job Title:** Here if you Need Officer
- Location:** Field Based - Netball Office, Playball, Stormont, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA
- Reports to:** Head of Development
- Salary:** £12.50/hr Hours: 20 hours per 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.
- Duration:** 6 months April – September with possibility of extension

Background Information:

Netball NI is Northern Ireland's national governing body for netball, working to promote the sport in all aspects. Netball NI organises a range of events, participation programmes, training courses and services, designed to promote the sport at all levels from schools to national. The organisation also works closely with Sport Northern Ireland to ensure that our most talented sports people have the opportunity to train, compete and excel on the world stage.

Job Purpose:

The post holder will be responsible delivering netball activities for participants across the wider netball family, ensuring sustainability of netball beyond the duration of the programme. The ideal candidate will be self-motivated, competent and proactive in prioritising and completing a range of administrative tasks and delivery. The role offers scope for learning and progression within a growing organisation.

Main duties and responsibilities:

- 1.1 To provide a catalogue of delivery and support to a variety of participants in various settings
- 1.2 Coaching delivery at all levels; primary, post primary, club, social, walking, performance, camps, blitz days
- 1.3 To deliver coach education up to entry performance
- 1.4 To deliver coach mentoring up to entry performance
- 1.5 To deliver umpire education (intro level)

- 1.6 To support social group and club development with guidance for volunteers
- 1.7 To attract and retain netball participants across all affiliation categories
- 1.8 To manage a busy diary, enabling exposure of the sport to new areas while retaining a presence in the current netball network

- 2.0 To be the on the ground 'face' of Netball NI
- 2.1 To promote the sport and the benefits of affiliation to Netball NI
- 2.2 To work closely with internal and external stakeholders
- 2.3 To undertake any other duties as may be required by your line manager from time to time.

Additional information

- Always maintain a high level of confidentiality of information within and outside the workplace.
- Inform the Head of Development 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.

Personal Specification

Essential	Desirable
GCSE Maths and English	Qualifications in the use of computer applications.
Netball Coaching qualification.	Experience of working in a sporting body
Self-motivated with exceptional organisational capabilities and the ability to manage multiple concurrent tasks	An understanding of the role of Netball Northern Ireland

Ability to work on own initiative and as part of a team

Strong attention to detail

Excellent interpersonal and communication skills, written and oral

Problem solving ability, flexibility and positive attitude

Personal experience of a committee role within a club or voluntary group.

Experience of organising events, including the use of online booking systems.

Experience of liaising with and supporting third parties

Process

Please send CV and covering letter detailing how you meet the essential criteria to admin@netballni.org by 4pm on Monday 18th March 2024.