

Netball Northern Ireland U21 Team Manager Specification

Responsible to: Head Coach, Pathways Manager & Performance Coordinator

The ideal candidate will be able to demonstrate qualities and values that align with those of Netball NI:

- *Respect* – values and effectively utilises the contribution of our athletes and volunteer workforce who are integral to our success.
- *Integrity* - has strong moral principles, advocates best practise and accepts accountability and responsibility for role.
- *Passion* - strives for the highest quality in all that we deliver. Has a positive can-do attitude and is comfortable using innovative thinking to overcome challenges and achieve goals.
- *Team first approach* – enable all partners to feel purposeful, driving toward a common goal. Willingness to share knowledge to achieve targets.

1. Job Purpose

The post holder will be responsible for providing administrative support for the U21 National Squad for Netball Northern Ireland in preparation for upcoming competitions in 2024. The main functions of the post will be:

- To carry out all aspects of squad administration to ensure the squad runs effectively and efficiently.
- To lead on fundraising initiatives for the squad.
- To liaise with Netball NI, players and parents.
- To liaise with competition organisers and Netball NI in the run up to events and be the main point of contact at an event.
- To support the players and Coaching Team to create a positive and performance orientated environment that is safe for all.

2. Specific Responsibilities

The post holder will also ensure that all responsibilities are carried out in a timely and effective manner and that confidentiality is maintained in all issues relating to the work of the squad and Netball Northern Ireland.

1. Communicate between the coaching team, parents, athletes, Netball NI and competition organisers to ensure everyone has key information at the right time; keeping records and necessary admin to support the smooth running of the squad.
2. Attend sessions as necessary to meet the needs of the squad and the role, understanding that this role also involves work outside the squad training sessions.
3. Ensure financial contributions are paid and fundraising initiatives are delivered to meet the squad overall fundraising target.
4. Liaise with Netball NI regarding kit, equipment and any first aid supplies required.
5. To adhere to all NNI Corporate Policies and Procedures, including Child Protection, Health & Safety and Finance.
6. Any other duties that may reasonably be undertaken in the pursuit of the overall objectives of the programme, as deemed appropriate by Netball Northern Ireland.

3. General Responsibilities

- Comply and actively promote Netball Northern Ireland's policies and procedures as directed.
- Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of the U17 squad and Netball Northern Ireland.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

4. Benefits

- Personal development support throughout the course of the season, and access to development opportunities.
- Opportunity to observe and contribute where appropriate to Squad's preparation for competition.
- Learn from experienced coaches and squad staff.
- Gain exposure of the international game
- Engage with a passionate group of young people, who are our netballers of the future.
- Opportunity to purchase NNI kit at a reduced rate.
- Initial training is provided and ongoing support throughout the role.

5. Estimated Time Commitment

It is anticipated that the post holder will attend training sessions whilst acknowledging that the role will involve an additional time commitment to liaise with NNI and complete paperwork and logistics outside of the squad training sessions:

- Approximately 1 weekend camp a month between February 2024 – September 2024.
- Admin hours approximately 3 hours a week excluding training hours.
- Attend competition 23rd-29th September in Wales

6. Candidate requirement

Additionally, the ideal candidate will be able to demonstrate they have:

- **Educational and Professional Qualifications**
 - Essential
 - Maths and English GCSE at Grade C or above
 - Valid Safeguarding Children & Young People certificate and Access NI check
- **Work and other Experience**
 - Essential –
 - 1 year of experience in an organisational or administration role.
 - Experience using computer programmes to collect, share and store information (eg Microsoft Office)
 - Experience of organising or driving fundraising initiatives
 - Desirable
 - Experience of a Netball Europe competition in either a management or coaching role or as a player
- **Knowledge and Skills**
 - Essential
 - Advocate of best practise in terms of safeguarding children and young people, and providing a safe environment
 - Knowledge of NNI's corporate policies and procedures that are publicly accessible.
- **Personal Qualities and Skills**
 - Essential
 - Excellent interpersonal skills: - Can communicate clearly and concisely through a positive, calm and enabling attitude.
 - Organisation and planning:
 - Can effectively work on multiple tasks and be highly organised and structured.
 - Can work on own initiative and has ability to cope well under pressure.
 - Can manage time effectively.
 - Has strong attention to detail.
 - Teamwork:
 - Can work in a team, be energetic, focused, self-motivated, flexible and adaptable.

7. Remuneration

This will be a fixed rate for the duration of the contract.