



EMPLOYER: NETBALL NORTHERN IRELAND
DOCUMENT: PERSONNEL SPECIFICATION

1.0 Qualifications & Attainments

Essential

- Minimum of 3 A levels Grade C or above (or equivalent)

Desirable

- Relevant knowledge of the Sports Sector including organisation structures and remits of National Governing Bodies
- Relevant knowledge of the Education Sector

2.0 Relevant Experience

Essential

- Experience of monitoring and evaluating programmes
- Previous experience of working in an advisory, customer service, teaching, marketing or sales environment

Desirable

- Experience within a Schools sport delivery setting

3.0 Knowledge & Understanding

Essential

- A thorough knowledge of the role of physical activity in the promotion of an active lifestyle and the importance of physical activity for health and wellbeing.
- Knowledge of IT including working with databases, spreadsheets, word processing and presentation packages.

Desirable

- Understanding of Netball Northern Ireland's role in the development of Netball.

4.0 Special Aptitudes

Essential

- Highly motivated with the ability to work on own initiative



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- Ability to work unsupervised
- Good administrative skills
- Effective communication and interpersonal skills
- The ability to work to an agreed action plan
- Strong planning and organisational skills, including time management, prioritising work load and decision making

5.0 Circumstances

- Ability to work 37.5 hours per week
- Ability to work outside normal working hours, including evenings and weekends as required, for the effective performance of the duties of the post.
- Access to a form of transport that will permit completion of the duties of the post as specified in the job description
- Available and willing to undertake training necessary for the post