

Job Title:	Team Manager (U17 National)
Responsible To:	Head Coach & Performance Coordinator

1. Job Purpose

The post holder will be responsible for providing administrative support for the U17 National Squad for Netball Northern Ireland in preparation for upcoming competitions in 2023/24. 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
- 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

EMPLOYER: NETBALL NORTHERN IRELAND
DOCUMENT: U17 TEAM MANAGER JOB DESCRIPTION & SPECIFICATION

- Opportunity to observe and contribute where appropriate to Squad's preparation for competition
- Learn from 2 experienced coaches
- 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

- Approximately 2 training sessions a month between September 2023 – March 2024 hours with some evening and weekend commitments
- The training programme will be designed to meet the needs of the group and coaching team, and may include a midweek session (S&C), and additional weekend sessions
- Competition opportunities are to be confirmed for later in the year.
- 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.

Please submit your CV to performancecoordinator@netballni.org by the 5pm on Thursday 11th July, 5pm.