

## **Job Description: Assistant Performance and Development Officer**

### **Netball Northern Ireland**

**Contract:** Full-Time (subject to funding)

**Reports to:** Head of Performance/Head of Development

**Duration:** 31<sup>st</sup> March 2027 (with possibility of extension, subject to funding)

**Location:** Belfast (Primarily office based)

**Salary:** £28,000 - £30,000 (subject to level of experience)

### **Role Purpose**

This dual-role position is designed to strengthen Netball NI's operational capacity by combining performance programme coordination with club development delivery. The postholder will play a key role in enhancing athlete and member experiences, supporting performance pathways, and improving the quality, consistency, and professionalism of netball delivery across Northern Ireland.

The role will contribute directly to Netball NI's strategic objectives by improving organisational efficiency, increasing workforce capacity, and strengthening the performance environment for athletes at all levels.

### **Key Responsibilities**

#### **1. Performance Officer (50%)**

- Coordinate the delivery of Netball NI's performance programmes, including trials, registrations, training schedules, competitions, travel, kit, camps and venue bookings
- Provide administrative and logistical support to Netball NI Head of Performance, performance athletes, coaches, and support staff
- Maintain budgets as agreed with Head of Performance
- Support the Head of Performance in ensuring the programmes comply with all regulations including safeguarding, integrity, UKAD, Europe and World Netball requirements
- Support the implementation of athlete development pathways and performance frameworks
- Assist in monitoring athlete progress, wellbeing, and programme outcomes
- Lead contact for all staff, clubs, schools, and external partners for performance administrative requirements
- Maintain accurate performance data and records to support reporting and funding requirements
- Contribute to the creation of a high-performance environment that supports athlete success and retention
- Support the planning and delivery of regional and national squads and talent identification initiatives

#### **2. Development Officer (50%)**

- Support the planning, coordination and delivery of participation and development programmes across club, school and community environments, ensuring alignment with organisational objectives
- Contribute to the implementation of targeted initiatives to increase membership growth and improve retention, in line with strategic priorities
- Assist in the coordination and delivery of learning and development opportunities for coaches, umpires and volunteers, supporting workforce capability and capacity building
- Engage with affiliated clubs to promote and enhance standards of governance, organisational effectiveness and quality of programme delivery
- Provide support for the implementation of Netball NI's development strategy and associated operational plans, ensuring delivery against agreed outcomes
- Assist in the planning, coordination and delivery of events, competitions and promotional activities, ensuring consistency, quality and professional standards
- Contribute to the development and delivery of initiatives aimed at improving member engagement and overall participant experience
- Support the collection, monitoring and reporting of data to evidence programme impact, inform decision-making and demonstrate organisational effectiveness and sustainability

### **Key Outcomes**

The postholder will contribute to:

- Improved operational efficiency and organisational capacity
- Enhanced member and athlete experience and retention
- Greater consistency and professionalism in programme delivery
- Increased workforce capability (coaches, umpires, volunteers)
- A strengthened performance environment and improved athlete support
- Stronger alignment with Netball NI strategic objectives
- Robust evidence and reporting to support funding and demonstrate impact