

## Personal Specification

**Position:** Assistant Performance and Development Officer

**Organisation:** Netball Northern Ireland

## Essential Criteria

### Qualifications & Education

- A relevant third-level qualification (or equivalent experience) in Sports Development, Sports Science, Physical Education, Sports Management, or a related field
- Evidence of continued professional development in sport, coaching, or administration

### Experience

- Experience in sports development, performance sport, or community sport delivery
- Demonstrable experience in coordinating programmes, events, or projects within a sporting or organisational environment
- Experience providing administrative and logistical support, including scheduling, event planning, or data management
- Experience working with clubs, schools, volunteers, or community groups
- Experience supporting athlete or participant development pathways or initiatives

### Knowledge & Understanding

- Understanding of athlete development pathways and performance sport environments
- Knowledge of sports development principles, including participation growth and retention strategies
- Understanding of governance and best practice standards within sports clubs or organisations
- Awareness of the needs of athletes, coaches, volunteers, and members across different levels of participation

### Skills & Competencies

- Strong organisational and time management skills, with the ability to manage multiple priorities effectively
- Excellent administrative skills, with high attention to detail and accuracy in record-keeping and reporting
- Effective communication skills (written and verbal), with the ability to engage a range of stakeholders
- Ability to analyse and manage data to support reporting, monitoring, and decision-making
- Strong interpersonal skills, with the ability to build positive relationships with athletes, staff, and external partners
- Competence in IT systems including Microsoft Office (Excel, Word, Outlook) and database management

## Personal Attributes

- A proactive, flexible, and solutions-focused approach to work
- Ability to work both independently and as part of a team
- Strong commitment to high standards, professionalism, and continuous improvement
- Passion for sport and a commitment to enhancing athlete and member experience
- Reliability, integrity, and a strong work ethic

## Desirable Criteria

### Experience

- Experience working within netball or a National Governing Body (NGB) environment
- Experience supporting high-performance programmes or talent pathways
- Experience organising competitions, camps, or large-scale sporting events
- Experience delivering coach, volunteer, or workforce development initiatives

### Knowledge

- Knowledge of Netball Northern Ireland structures, competitions, and pathways
- Understanding of funding requirements and reporting within sport organisations
- Awareness of safeguarding and equality, diversity and inclusion (EDI) principles in sport

### Additional Skills

- Ability to use performance analysis or membership systems
- Budget monitoring experience
- Event promotion or marketing experience (including social media)

### Other Requirements

- Willingness to work unsocial hours, including evenings and weekends, as required
- Full UK driving licence and access to transport (desirable depending on travel needs)

### Summary Profile

The ideal candidate will be a highly organised and motivated individual with a strong background in sport and programme delivery. They will demonstrate the ability to balance performance coordination with development initiatives, contributing to both athlete success and participation growth. A passion for sport and a commitment to high-quality delivery, collaboration, and continuous improvement will be essential to succeed in this role.