

Job Title: Netball Development Officer (South-East)

Salary: £22,000 (p/annum)

Base: Cardiff/South-East Region

Contract: Permanent

Hours: Full Time (37 hours p/week)

Welsh Netball's Vision – 'Grow the Game, Inspire Success'

Welsh Netball is looking for a self-motivated individual who will support the Development Team in attaining the strategic goals of Welsh Netball.

Our strategic imperatives for the development of Netball in Wales are:

- Growing the Game
- Raise Performance: Achieve Success
- Sustainability

Role Summary:

The overall purpose of this role is to grow and sustain the netball community in the South-East Region. The officer will work in partnership with clubs, volunteers and organisations (e.g. Local Authorities, Sport Wales) to implement/deliver local and national initiatives. The role is integral to growing participation and membership across South-East Wales which includes: Caerphilly, Blaenau Gwent, Newport, Monmouthshire and Torfaen. All work will contribute to the delivery of the Welsh Netball Strategic plan.

Areas of Responsibility:

The post holder will be the lead link with clubs and leagues in the region, and will also be required to engage with Talent Centres and LA Hubs. Working with local authorities and engaging with other traditional and non-traditional partners (HE/FE, future regional sports boards) is key to ensure that the Governing Body is meeting the needs of the netball community and its partners. The officer will ensure that programmes and initiatives are effectively delivered, clubs are supported, and intelligence data is collected to track improvement.

The post holder will:

- Develop a clear pathway of progression for all clubs, ensuring consideration of the regional impact
- Grow and sustain membership
- Support the development of clubs using resources and accreditations

- Source funding to sustain and grow netball
- Work with the Head of Community Development (HoCD) to assist with growing the game and workforce
- Support and lead where appropriate, the delivery of National projects
- Ensure all partners understand the netball pathway and opportunities available
- Work with the HoCD to support Local Authorities in their delivery of netball plans
- Work with the Development Team to develop and deliver netball membership consultation forums
- Support partners to set up new netball opportunities
- Collect audit information for the Region and monitor outcomes
- Work with the HoCD to support clubs to develop coaches, umpires and other volunteers
- Work with the Schools to promote the development of the game
- Support inSport and Disability netball development
- Work with organisations that represent young people interested in alternative netball activities to develop a netball experience that caters for their needs
- Work with the full development team to develop grassroots competition
- Implement the principles of Welsh Netball's Equality & Diversity Policy whilst carrying out the above duties

Key performance measures:

The Netball Development Officer will be the main driver in the work of increasing and sustaining the membership of Welsh Netball in the South-East Region. He/she will also have to work in partnership to develop, increase and monitor the number of:

- Netball sites in the area (clubs, LAs, Youth Clubs, extra-curricular clubs etc.)
- Partners delivering netball in the area
- High Quality member experience at clubs
- Resources sold in the area
- Clubs with Accreditations in the area
- facilities in the area
- Funding opportunities available, accessed and numbers of successful applications
- Schools running extra-curricular opportunities in the area
- Netball tots classes in the area
- Festivals/events/competitions held in the area
- Leaders, coaches and umpires in the area

Role Requirements:

1. Knowledge, Skills and Expertise

In order to be successful the role holder will be required to demonstrate:

- A qualification in Sport Studies/Development or a proven track record in Sports Development
- A broad knowledge of netball

- A good understanding of the process and purpose of sport development including the range of partners and initiatives
- Communication skills for meetings, training sessions and relationship building
- Interpersonal skills for influencing and networking
- IT skills for correspondence and general administration
- A good understanding of the organisation's development goals and strategy
- Innovative thinking, creativity and flexibility in approach to working

2. People

This role does not require the holder to formally manage staff, but does include an informal management responsibility for a wide range of volunteers and casual workers, such as community coaches. The role holder will be required to understand their skills/motivations/availability and support their development and participation. In addition, this role requires the role holder to build solid working relationships with partners, clubs, schools and coaches within the Region that he/she is responsible for.

3. Shaping Direction

This role requires the holder to produce (in conjunction with the HoCD) a programme of work, which feeds into the work-plan and is aligned to the organisation's development goals. The work programme will lay out the specific projects/initiatives and objectives to work towards on a monthly/quarterly basis. In order to develop an effective programme of work the role holder will require a comprehensive understanding of both: regional development plans and local partner strategies, objectives and initiatives. From this programme the role holder will be required to plan and monitor own workload on a weekly/monthly basis.

4. Developing Solutions

This role requires the holder to use data and other information obtained to ensure and monitor the development plan is on course for delivery and resolve any problems/issues relating to its delivery.

The post holder should also be prepared to identify resources to support initiatives such as coach education and development; increasing capacity within existing clubs; building momentum through pathways. Whilst the role holder will be a self-starter, direction, support and assistance with decisions and issues will be given by the HoCD.

5. Decision Making

This role requires the holder to make suggestions/recommendations and guide a number of stakeholders in relation to key initiatives, the development of netball and the role of Welsh Netball in the South-East Region.

6. Communicating

This role will require the holder to inform and obtain information from internal colleagues/departments in a timely and succinct manner, and establish effective and meaningful business relationships with a broad range of external partners and organisations. For this role to succeed communication and interpersonal skills will be key to informing, consulting and influencing colleagues, volunteers, external partners and organisations on a broad range of issues and will include: running training sessions/taster days/events; making a meaningful contribution at meetings; supporting club plans/funding applications, producing informative newsletters and case studies as well as supporting Welsh Netball fulfil the outlined strategic aims.

Personal Specification – Netball Development Officer

Skills and Qualities	Essential	Desirable
Qualified to degree level or equivalent experience	✓	
Experience		
Experience of writing development plans linking to key outcomes and performance indicators	✓	
Demonstrated experience of working with a wide range of internal and external partners and building highly effective working relationships	✓	
Recruiting and developing the sporting workforce including volunteers	✓	
Experience in managing budgets	✓	
Knowledge and experience of sports development, including club and coach development	✓	
Using data to drive decisions	✓	
Media experience (updating website, Social media, Press and TV liaison)		✓
Ability to deal with a wide range of issues	✓	
Able to run meetings, take minutes and write reports	✓	
Experience of working within a netball environment	✓	
Experience of working within an event environment		✓
Experience of working with a wide range of internal and external partners	✓	
A sound working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Access, Outlook	✓	
Creating developing and sustaining partnerships	✓	

Skills and Personal Qualities		
Ability to take a flexible approach to work issues and to plan and prioritise work to meet tight deadlines	✓	
The ability to work under own initiative and to contribute to the team	✓	
The ability to provide logical solutions to problems and to seek referral when necessary	✓	
The ability to communicate effectively with colleagues, both orally and in writing	✓	
Ability to produce accurate work whilst working under pressure	✓	
Self-motivated, enthusiastic and organised	✓	
Creative and innovative	✓	
Other		
Ability to travel extensively throughout the Region & Wales	✓	
Flexible working – evenings and weekends	✓	
Welsh speaker		✓

Welsh Netball is an equal opportunities employer. This position is supported by Sport Wales