

JOB DESCRIPTION

1. RESPONSIBILITIES

1.1. Operations Management

- 1.1.1. Act as the event strategic and operational lead, driving forward the vision, development and delivery of the event. Providing inspirational and motivational leadership.
- 1.1.2. Ensure event plans are in line with and enhance England Netball's strategy in all areas
- 1.1.3. Monitor progress and ensure that deadlines are met, put in place effective project management throughout the duration of the project.
- 1.1.4. Manage the running of NWC 2019 Ltd and produce all progress and financial reports for the Board.
- 1.1.5. Disseminate and present project information to key stakeholders.
- 1.1.6. Create the organisational structure for the event, identifying the most appropriate and necessary resources required. Manage the recruitment process, line and contract management
- 1.1.7. Ensure contractors deliver against the strategy
- 1.1.8. Establish and manage a Local Organising Committee to deliver the event through functional area leads including operations, sport, broadcast, legacy and engagement, marketing and commercial.
- 1.1.9. Develop and manage relationships with the International Federation and other event partners. Ensure the effective and frequent flow of information between stakeholders.
- 1.1.10. Co-ordinate with the International Netball Federation on all competition aspects of the event including facilities, training and competition schedules, entries, athlete accommodation and transport, officials etc.
- 1.1.11. Work closely with Liverpool City Council and ACC Liverpool (venue operators) to deliver all venue requirements including temporary overlay.
- 1.1.13. Lead and oversee the overall delivery of the World Cup in accordance to contractual requirements.
- 1.1.12. Prepare post event reports and ensure all evaluation is prepared for stakeholders.
- 1.1.13. Produce overall Event Management Plans to include the event risk register.

1.2. Administration, Finance and Legal

- 1.2.1. Prepare and distribute all official event correspondence.
- 1.2.2. Manage, in conjunction with the England Netball Finance Manager, the event budget
- 1.2.3. Work with legal to ensure all contracts and funding agreements are in place.
- 1.2.4. Ensure requirements of all contracts and funding agreements are delivered.
- 1.2.5. Work with the relevant finance individual to produce financial reports for the event.
- 1.2.6. Ensure the functions operate within the agreed governance structure for the event

2. KEY RESULT AREAS

- 2.1. Effective strategic leadership across all aspects of event delivery.
- 2.2. Staging of the event in accordance with the relevant rules and regulations of INF and contractual requirements
- 2.3. Create and manage effective and positive relationships across all stakeholders.

- 2.4. Clear monitoring of financials and regular financial reporting to lead the delivery of the event on budget.
- 2.5. Delivery of stakeholder's objectives.
- 2.6. Complement and enhance England Netball's strategy

3. KEY CONTACTS

- 3.1 England Netball
- 3.2 UK Sport
- 3.3 ACC Liverpool
- 3.4 Liverpool City Council
- 3.5 Netball World Cup 2019 Ltd Board