



The post holder reports to INF Chief Executive Officer who is based in Manchester, England. The post holder could be home-based* and based outside of the UK.

The role is part time – the equivalent of 3 days per week (flexibly) – the post holder will be required to manage the work load during the period. It is expected that within this, 1 day per week will be dedicated to supporting the delivery of the Netball World Cup 2023.

Initially on a fixed term contract until 31st December 2021.

Job Purpose

To work on behalf of the INF in conjunction with the INF Member netball associations to ensure INF and other international netball events are delivered to World Class Standards and meet the needs of the Federation in relation to the strategic development of the sport.

Background

The International Netball Federation (INF) has a portfolio of International Events including the

- INF Netball World Cup (NWC)
- INF Netball World Youth Cup (NWYC)
- INF Fast5 Netball World Series (NWS)

In addition netball is a compulsory sport in the Commonwealth Games and is played in a number of regional multisport games. The sport aspires to become an Olympic Sport. However there is no current active campaign in relation to this aspiration.

The INF Events Project Manager's role will include strategic and operational responsibilities in relation to INF events.

INF is currently reviewing the International Event Calendar and its portfolio. Whilst this work is already underway it is intended that the post holder will play a significant role in the development and delivery of the event strategy for INF.

INF has awarded the rights to host the Netball World Youth Cup 2021 to Fiji and the Netball World Cup 2023 to Netball South Africa.

The INF has provided the host country with guidelines by which these events should be governed and the Events Project Manager will ensure that they are planned against the highest possible standards of delivery.

Responsibilities

- Work with the President, Board and CEO to deliver a credible Events Strategy for INF.
- Manage the final stages of the Bid process for NWYC2025 and NWC2027
- Project manage the INF's involvement in and oversight of event planning relating to:
 - INF Netball World Youth Cup 2021
 - Commonwealth Games 2022
 - INF Netball World Cup 2023
 - INF Fast5 Netball World Series
 - Commonwealth Youth Games

- FISU University Netball World Cup
- Other multisport games
- For INF Events:
 - Establish high level Event Delivery Milestone plans, with detailed project plans to accompany key areas of activity.
 - Oversee the event budget with particular focus on long term forecasting, income generation and risk mitigation.
 - Work with Host Organising Committees and INF Technical Delegates to develop key strategies for the event including the vision and mission, ticketing, sponsorship, brand, broadcast and operational delivery.
 - Support the Host Netball Association in the governance of the event and creation of the organisational structure for management of the Local Organising Committee.
- For clarity it is not expected that the post holder be a part of the operational organising committee for the events.
- Produce regular reports to ensure the INF CEO and Board are fully apprised of progress in the planning of the event.
- Ensure the INF Event & Commercial Operations Manual provides host OC's with the best possible guidance in relation to the delivery of INF Events.
- Create an event manual for International Test Series and Regional Competitions

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which INF may call upon the post-holder to perform from time to time

Skills and Experience

Essential:

- Previous and proven experience in the delivery of major international sporting events
- Strong organisational skills and time management with evidence of relevant techniques and understanding of project management methodologies
- Experience of flexible working, comfortable with ongoing change and with ability to vary work patterns and prioritise tasks to meet the changing needs of the business as and when required
- Excellent administrative and organisational skills
- Evidence of excellent written and verbal communication and a natural ability to liaise and communicate with people at all levels with a high level of diplomacy and professionalism
- Empathy and experience in working with multi-cultural, multi-geographical settings
- Ability to use initiative, with good problem-solving skills
- Advance IT and keyboards skills and knowledge of MS Office 365 applications including Excel and PowerPoint, and utilising the internet

Desirable:

- Experience in the delivery of International Netball Events
- Experience of web-based event and project management software

Additional Information

Standard office hours are 9:00 to 17:00 Monday – Friday although flexibility to work outside of these hours is required in order to ensure core objectives are achieved.

International travel will be required.

Equal Opportunities

INF is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of gender, age, disability, gender reassignment, sexual orientation, pregnancy and maternity, race, marriage and civil partnerships, religion or belief.

International Netball Federation

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*The INF office is currently closed due the Covid-19 pandemic and all staff are working from home to reduce the risk to health.