



**INTERNATIONAL
NETBALL
FEDERATION**

Sports Administration - Paid Internship

Organisation

International Netball Federation Limited

Salary

£17,143 per annum

Location

Manchester, UK

Contract type

Fixed Term up to 12 months (37 Hours per Week)

Application & Closing date

Please apply by submitting your CV by email to inf@netball.org by 9am 9th April 2021.

Overview

Over 20 million people play Netball around the world in more than 100 countries.

The International Netball Federation (INF) is a dynamic and fast-growing sports Federation based in Manchester, UK. The INF is the sole, recognised, international governing body for Netball, affiliated to SportAccord, the International World Games Association and the Association of IOC Recognised International Sports Federations. More information can be found at www.netball.sport.

The INF is looking for a sports administration intern who can help to develop support to Members and contribute to our continued success.

This position is for a maximum of 12 months, working 5 days a week, Monday to Friday, although on occasion events may dictate that you will be required to work evenings and weekends.

Candidates must be eligible to work in the UK.

The Role

Sports Administration Intern

Salary £17,143 per annum

PURPOSE

To contribute to the organisation's operations including digital marketing and communications, general office administration, IT & information, and long-range strategic planning.

The Sports Administration Intern will gain exposure to all areas of the organisation such as digital media, membership liaison and sport development.

This position is best suited for someone who has a strong interest in sports administration.

KEY ROLES

- 1 Assisting in all aspects of the Federations administration function to ensure the effective implementation of the INF Strategic Plan.
- 2 Developing, maintaining, and updating website content.
- 3 Assisting in the development and implementation of the INF social media strategy, in a way that enhances the INF brand, including creating and scheduling content to communicate with the Global netball family (fans, participants, volunteers, parents), community management, and reporting on monthly analytics for the INF Facebook, Twitter, and Instagram.
- 4 Supporting the collation of content, production, and distribution of all INF communication materials.
- 5 Maintaining INF databases including the collation and updating of INF information.
- 6 Market research including definition, data collection, working with agencies and analysis.
- 7 Supporting preparations for events and conferences.
- 8 Assisting in the regular updates to INF world rankings data.

SKILLS AND EXPERIENCE

- 1 Strong verbal and written communication skills.
- 2 Ability to prioritise workloads and work under pressure to meet tight deadlines.
- 3 Strong work ethic.
- 4 Strong all round IT skills with experience of MS Office suite and web technology.
- 5 Strong social media skills and evidence of experience with social media platforms.
- 6 Empathy and proven ability to work with a complex and diverse group of stakeholders in multi cultural, multi geographical settings.
- 7 Ability to work with minimum supervision.
- 8 Degree/further education in a relevant discipline.

RESPONSIBILITIES

Reporting to the CEO you will provide support for other members of staff and Board as required.