



Job Title: Head of Workforce

Base: Netball NI office, Belfast, Flexible

Contract: Full time to 31st March 2023 with possibility of extension subject to funding

Salary: £28,000 per annum

Netball NI– Top 8 National Team, supported by strong School, Club & League Foundations

This is an exciting time for growth of Netball in Northern Ireland. Netball NI is looking for an experienced and motivated person who will successfully deliver the Workforce Goals identified in the Netball NI Strongest Together strategy.

Role Summary

A Senior Staff role within the business, the Head of Workforce thinks strategically and excels in delivering operationally. Working across the breadth of our organisation the post holder exemplifies our values in Strongest Together. With budgetary and line management responsibility, the post holder while focused on Workforce objectives will have a strong knowledge and understanding of the wider business and sport goals and be confident in engaging with a variety of stakeholders while representing Netball NI.

Key Tasks and Responsibilities

- Provide strategic direction and operational delivery to recruit, educate, develop and deploy coaches, volunteers and officials operating across the playing pathways.
- Manage and oversee budgets
- Develop and maintain a comprehensive knowledge of the active coaching, officiating & volunteer workforce within NI at all levels (eg. database of qualifications and CPD) and identify club and performance-based coach, official & volunteer development needs.
- Review and devise appropriate resources, structures and opportunities to improve the reward and recognition of the vital role of coaches, officials and volunteers within the sport and good practice across the playing pathways.
- Provide access to a range of workforce development opportunities, through education and continuous professional development, with a specific focus on the needs of the workforce within clubs, schools and talent development structures.
- Deliver as a coach developer providing in situ coach development support for performance pathway coaches.
- Line Management of staff and volunteers as required
- Work in partnership with colleagues to ensure robust procedures are in place to manage and support our workforce at all levels of the pathway, with a particular focus on coaches and officials within clubs and talent development environments.
- Develop and maintain efficient and effective systems to ensure smooth running of projects/programmes with emphasis on user friendliness and accessibility to enable clear monitoring
- Monitor and evaluate impact of development interventions, prepare written and oral reports for all stakeholders and attend meetings as necessary relating to the post.



- To deliver work programmes that support the achievement of goals/objectives in Strongest Together
- Liaise with other Home Nations to ensure partnership working and effective and efficient use of resources in the delivery of all workforce qualifications and CPD with a key focus on online learning.
- Work alongside staff team and volunteers for professional event delivery as required
- To support the work of the Workforce Working Group
- To keep abreast of current and emerging trends and developments within the sector
- To act in accordance with the Code of Conduct and undertake the duties in a manner as to enhance and protect the reputation and public profile of Netball NI
- Comply with and actively promote NNI policies and procedures

The Job Description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will align with the needs of the business

Personal Specification

Attribute	Essential	Desirable
Educational & professional qualifications	1.1 A degree of equivalent 3 rd level qualification that can be proven relevant to the post	1.2 Sports related degree of equivalent 3 rd level qualification 1.3 Level 1 Coaching qualification in Netball or C award umpire certificate
Previous Experience	*2.1 4 years experience, full time (or part time equivalent) of working to support development of people *2.2 Demonstrable experience of developing and implementing needs led plans to support the development of people 2.3 Demonstrable experience of developing and managing projects/programmes *2.4 Demonstrable experience of working with partners *2.5 Demonstrable experience of managing resources and budgets	2.6 Demonstrable experience of developing and submitting successful funding applications 2.7 Demonstrable experience of line management responsibilities
Knowledge and Understanding	3.1 A knowledge and understanding of needs led sports workforce development	3.6 Knowledge of key policy drivers from Central governments and key stakeholders

	<p>*3.2 A knowledge of the principles of sport development</p> <p>*3.3 A knowledge and understanding of the challenges within sports workforce environments</p> <p>3.4 A knowledge and understanding of sports participants and performer pathways</p> <p>3.5 Demonstrate a sound understanding of Netball in Northern Ireland (structure & strategy)</p>	3.7 An understanding of equality issues and a commitment to Netball NI equality policy
Skills	<p>4.1 Experience in the use of IT in particular, Microsoft, Outlook and online platforms</p> <p>4.2 Excellent inter-personal and communication skills</p> <p>*4.3 Ability to motivate enthusiasm amongst volunteers</p> <p>4.4 Ability to work under pressure & meet deadlines</p> <p>4.5 Excellent presentation, oral and written communication skills</p> <p>4.6 Excellent organisational and planning skills</p>	D
Circumstances	<p>5.1 Must be able to work occasional weekends/evenings</p> <p>5.2 Access to a form of transport that must be insured for use when travelling on NNI business</p> <p>5.3 Willingness to undertake travel including overnight stays</p> <p>5.4 Be willing to undertake Access NI check</p>	

*must be evidenced on application, all other criteria will be assessed at interview