



EMPLOYER: NETBALL NORTHERN IRELAND
DOCUMENT: JOB DESCRIPTION

Job Title:	Primary Schools Officer
Responsible To:	Netball Northern Ireland – Head of Development

1.0 Job Purpose

Background Information

Netball Northern Ireland (NNI) has created this new post following review of our Schools Participation Programme and engagement with our Development Team and Schools Working Group. Netball NI are committed to raising the profile of Netball to NI Schools, Principals, Teachers, Pupils and Parents, addressing the barriers facing schools in their ability to deliver our sport throughout the whole of Northern Ireland and to providing support to achieve sustainable schools netball programmes with clear signposting to local clubs, social groups and education courses.

Through this programme Netball NI wish to work in partnership with Key Stakeholders to achieve the following outcomes:

- Will address an identified gap in our provision by delivering and supporting netball coaching in primary schools across NI
- Increased education opportunities for school workers and underrepresented groups in sport to ensure confident, robust delivery of Netball
- The development of effective and sustainable working partnerships within and between schools, clubs and Netball NI.

Job Purpose

The post holder will be responsible for reviewing school participation trends over recent years, arranging school visits to discuss the barriers schools face delivering netball and then deliver an extensive Netball programme for each school, including providing access to education courses and signposting to local clubs. The post holder will be expected to work across Northern Ireland.

The post holder will also ensure that all responsibilities are carried out in a timely effective manner and that general confidentiality is maintained in all issues relating to the work of NNI and associated Schools.

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2.0 Specific Responsibilities

2.1 To promote good working links between all partner agencies involved in the project

- Create up to date Schools contact list
- Advise Schools of NNI new Primary School Officer role
- Arrange meetings with relevant contacts in Schools and create appropriate regional networks for participation
- Communicate with Schools and external partners as required
- Create template action plans to support sustainable netball delivery in schools

2.2 To promote Netball NI and its courses to schools

- Create NNI Primary Schools Participation Opportunities & deliver coaching/coaching support where need is identified
- Promote NNI Schools Working Group (incorporate Primary)
- Promote NNI education courses
- Promote NNI Volunteer opportunities
- Signpost Schools to local clubs
- Coordinate Schools events
- Coordinate taster events in schools and external venues
- Assist in the coordination and delivery of education events

2.3 To assist the Schools Working Group and Head of Workforce in the coordination of Schools events, coaching and courses, maintain effective and efficient records including;

- Maintain database of school records and liaison activity
- Assist with communication to all schools

2.4 To prepare materials for school promotion events

- Collate appropriate NNI literature for events
- Ensure appropriate materials for each event

2.5 To help monitor and evaluate the effectiveness of the programme against agreed targets

- To monitoring participation levels at taster and recognised schools events
- To work monitor the course application levels across the academic year with a view to developing NNI course activity in response to these trends
- To ensure feedback from schools is requested and considered following any liaison/education engagement

2.6 To assist with the marketing and promotion of the programme.

2.7 To assist the Head of Development in the preparation of statistical information



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required and prepare written and oral reports and presentations as necessary relating to the project.

2.8 To undertake further training as required.

2.9 Any other duties that may reasonably be undertaken in the pursuit of the overall objectives of the programme, as deemed appropriate by Line Management

3.0 General Responsibilities

3.1 To enhance and increase the public profile of the game of netball with clear understanding of the Netball NI Strategic Values.

3.2 Comply and actively promote Netball Northern Ireland's policies and procedures as directed.

3.3 Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of Netball Northern Ireland

3.4 Any other duties as may be allocated from time to time in accordance with the general nature of the post.