1.0 Qualifications & Attainments

**Essential**

- Minimum of 3 A levels Grade C or above (or equivalent)

**Desirable**

- Relevant knowledge of the Sports Sector including organisation structures and remits of National Governing Bodies
- Relevant knowledge of the Education Sector

2.0 Relevant Experience

**Essential**

- Experience of monitoring and evaluating programmes
- Previous experience of working in an advisory, customer service, teaching, marketing or sales environment

**Desirable**

- Experience within a Schools sport delivery setting

3.0 Knowledge & Understanding

**Essential**

- A thorough knowledge of the role of physical activity in the promotion of an active lifestyle and the importance of physical activity for health and wellbeing.
- Knowledge of IT including working with databases, spreadsheets, word processing and presentation packages.

**Desirable**

- Understanding of Netball Northern Ireland’s role in the development of Netball.

4.0 Special Aptitudes

**Essential**

- Highly motivated with the ability to work on own initiative
**EMPLOYER:** Netball Northern Ireland  
**DOCUMENT:** Personnel Specification

- Ability to work unsupervised
- Good administrative skills
- Effective communication and interpersonal skills
- The ability to work to an agreed action plan
- Strong planning and organisational skills, including time management, prioritising workload and decision making

### 5.0 Circumstances

- Ability to work 37.5 hours per week
- Ability to work outside normal working hours, including evenings and weekends as required, for the effective performance of the duties of the post.
- Access to a form of transport that will permit completion of the duties of the post as specified in the job description
- Available and willing to undertake training necessary for the post