

**Netball East Regional Management Board**

**Role Descriptor & Specific Competency Profile – Chair of the Competition Technical Support Group**

**The Role**

The Chair of the Competition Technical Support Group will act as the Region`s leading specialist and spokesperson on all Competition matters and will be a member of the Regional Operations Group rather than the Regional Management Board. Their principle responsibilities are:

* Prepare, implement and review a three-year Competition Plan for the Region developed in close consultation with England Netball, County Netball Associations, benecosMavericks and the Officiating and Coaching Technical Support Groups.
* Lead and Chair the Competition Technical Support Group to deliver the agreed outcomes within the parameters of the Groups Terms of Reference.
* Attend and represent Competition at the Netball East Regional Operations Group providing performance reports for each meeting.
* Represent the Region at National Competition meetings with England Netball as and when required.
* Provide advice, guidance and support for all County Netball Association Competition leads.

**Specific Competencies**

The Chair of the Competition Technical Support Group will need to demonstrate the following competencies in addition to the core skills and experiences listed below.

* A knowledge, understanding and experience of Competition management & development.
* A knowledge, understanding and experience of preparing, delivering and reviewing a Competition Plan based on the needs of the Region.
* Excellent communication and organisation skills with the ability to build consensus and meet deadlines.
* Experience of leading and chairing meetings & discussions.
* An understanding and empathy with volunteering and volunteers.
* An ability to work with and influence external and internal stakeholders including England Netball, SaracensMavericks and County Netball Associations.

**Skills Profile – Chair of the Competition Technical Support Group**

**and Lead for Volunteer Events & Development**

**Skills Audit**

Please complete the table below indicating 1 to 5 for each of the areas. 1 would indicate a particular strength and perhaps a professional qualification whereas a 5 would highlight an area of weakness or a gap in knowledge. Existing Board Members have completed this process and it is important that prospective new Members also complete the process to ensure that the Board continues to have a relevant and comprehensive mix of skills. Please add additional comments if these will support your application, including details of relevant experience or qualifications.

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| **Skills/Experience/Knowledge** | **Strong to weak** | | | | | **Additional Comments** |
| Administration | 1 | 2 | 3 | 4 | 5 |  |
| Business Development | 1 | 2 | 3 | 4 | 5 |  |
| Charity Governance | 1 | 2 | 3 | 4 | 5 |  |
| Conflict Resolution | 1 | 2 | 3 | 4 | 5 |  |
| Customer Care | 1 | 2 | 3 | 4 | 5 |  |
| Diversity & Inclusion | 1 | 2 | 3 | 4 | 5 |  |
| Finance | 1 | 2 | 3 | 4 | 5 |  |
| Fundraising | 1 | 2 | 3 | 4 | 5 |  |
| Governance | 1 | 2 | 3 | 4 | 5 |  |
| Education & Training | 1 | 2 | 3 | 4 | 5 |  |
| Human Resources | 1 | 2 | 3 | 4 | 5 |  |
| IT & Systems | 1 | 2 | 3 | 4 | 5 |  |
| Legal | 1 | 2 | 3 | 4 | 5 |  |
| Lobbying/Campaigning | 1 | 2 | 3 | 4 | 5 |  |
| Marketing | 1 | 2 | 3 | 4 | 5 |  |
| Media/PR | 1 | 2 | 3 | 4 | 5 |  |
| Sports Development | 1 | 2 | 3 | 4 | 5 |  |
| Coaching | 1 | 2 | 3 | 4 | 5 |  |
| Officiating | 1 | 2 | 3 | 4 | 5 |  |
| Competition & Events | 1 | 2 | 3 | 4 | 5 |  |
| Strategic Planning and Policy Implementation | 1 | 2 | 3 | 4 | 5 |  |

**Skills Profile – Members of the Communications Working Group**

*Please complete the skills matrix by ranking your skills, competences, experience & behaviours against the listed standards, add any supporting evidence in the comments box, if required. We are looking to recruit a TSG with the full portfolio of skills, competences and experiences so please do not worry if you do not rate yourself in the top tier for all attributes.*

**Rating (candidates only): Please rate your skills, competencies, experience and behaviours against the criteria listed below where 1= criteria fully met and 5= criteria not met at all; add any comments you wish to quantify your rating in the `Comments` box. Please don’t worry of you do not score `5` against all criteria as we aim to recruit a Team that meets all the criteria.**

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| **Skills, Competencies & Experience** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| Good sound understanding of social media platforms (including but not limited to; Facebook, Twitter, Instagram, Pinterest) |  |  |  |  |  |  |
| Good verbal and written communication skills |  |  |  |  |  |  |
| Ability to undertake a range of communication methods, including phone, email etc |  |  |  |  |  |  |
| Understanding of Web Development including regular updates |  |  |  |  |  |  |
| Good understanding / experience within Netball (from grass roots to performance) |  |  |  |  |  |  |
| Experience in providing targeted mailshots (including producing the content) |  |  |  |  |  |  |
| Experience in Producing Marketing material (desired not essential) |  |  |  |  |  |  |
| **Behaviours** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| Strong interpersonal & communication skills. |  |  |  |  |  |  |
| Excellent organisational, planning & analysis skills. |  |  |  |  |  |  |
| The ability to make evidence-based. Decisions |  |  |  |  |  |  |
| A Team Player with an ability to build and maintain effective partnerships & networks. |  |  |  |  |  |  |
| A growth mindset with a proactive approach to problem solving. |  |  |  |  |  |  |
| A passion and commitment to the sport of Netball. |  |  |  |  |  |  |
| A passion and commitment to improving communication within organisations |  |  |  |  |  |  |



**ROLE DESCRIPTION – Regional Treasurer**

**ROLE SUMMARY**

The Regional Treasurer is responsible for the effective management of the financial resources of the East Regional Netball Association (Netball East) ensuring that accurate records are maintained, and that robust financial and risk management procedures are in place. The Regional Treasurer will be expected to work with Chairs of Technical Support Groups (TSGs) and Working Groups (WGs) to establish a rolling two year budget aligned to the strategic regional plan, providing a detailed monitoring report at each Regional Management Board (RMB) meeting and; liaising with the independent financial examiner to prepare the end of year account presented to the membership at the Annual General Meeting (AGM).

The Regional Treasurer is an elected member of the RMB, so accountable to the Regional Chair, and can serve a maximum of three terms of three years commencing May 2019 and is Chair of the Finance & Business Group consisting of the Regional Chair and one other RMB member. It is estimated that the post holder will need to allocate an average of two hours per week to the Treasurers duties plus attendance at regional meetings (5 or 6 per annum).

**KEY TASKS**

* The Regional Treasurer is a full voting member of the RMB and is expected to participate fully in the Board`s decision making processes, contribute to strategy development, scrutiny & review and comply with the RMB`s Code of Conduct and standards of behaviour.
* The Regional Treasurer will lead and Chair the Finance & Business Group in line with the agreed Terms of Reference, this Group should meet a minimum of three times per annum although meeting can occur via Conference Call.
* The Regional Treasurer is elected to lead on all Netball East`s financial activities including:
  + Liaising with the RMB to ensure the financial viability of the region.
  + Woking with the Chairs of the TSGs & WGs to ensure budgets are set at the start of the financial year and monitored throughout.
  + Ensuring proper records are kept and that effective financial procedures and controls are in place and adhered to.
  + Leading on appointing and liaising with an independent examiner.
  + Overseeing the production of an annual budget and proposing its adoption at the AGM.
  + Regularly reporting the financial position at RMB meetings.
  + Leading on interpreting financial data to the Regional RMB.
  + Regularly carrying out reconciliations.
  + Arranging payments to creditors as appropriate.
  + Making the necessary arrangements to collect payments from debtors and bank payments promptly.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **SKILLS & ABILITIES** | * Strong interpersonal skills. * Leadership & delegation skills. * Excellent organisational & time management skills. * Numerate with excellent analytical skills * Ability to remain calm under pressure. * Ability to build effective networks, relationships & partnerships * Ability to communicate clearly, make recommendations and   present financial information in a way to make it understandable for those with a non-financial background. |  |
| **EXPERIENCE** | * Financial accounting experience. * Production and management of budgets. | * Formal financial qualification. * Experience of working with / managing volunteers. |
| **KNOWLEDGE** | * Knowledge and understanding of the sporting landscape. * Financial policies & procedures | * An understanding of the Netball structure (National, Regional & County). * Knowledge and experience of financial best practice relevant to voluntary and/or community organisations |
| **ATTRIBUTES** | * Passion for developing sport * Access to the internet and email * A willingness to work unsocial hours |  |
| **OTHER** | * A commitment to equal opportunities | * A member of England Netball |

**Core Person Specification for all RMB Members**

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| **Area** | **Requirements** |
| Experience & Skills | We are looking for a blend of skills and experience that will contribute to the development of a `high performing` board. The following presents the broad spectrum of skills and experiences required collectively so we are not expecting all Board members to demonstrate the full range.   * Experience of applying and promoting the highest standards of leadership, governance and compliance within a corporate environment. * Experience of advocacy within a diverse range of networks. * Track record of achievement in an appropriate environment or ability to represent a partner organisation at the highest level. * Experience of strategy development, implementation, review and evaluation * Experience of working in in a service delivery or volunteer-based organisation with a strong commitment to the provision of an exception participant/customer experience. * Experience of tackling complex problems through evaluation and analysis of information and the setting of strategic direction. * Specific knowledge of any of the following: * Communication in website design * Event Management * Coaching * Officiating * Competition * Compliance |
| Knowledge | * Maintain a strong understanding of the issues and opportunities relevant to Netball East. * Willingness to continually develop and refresh knowledge and skills to ensure the contribution to the Board remains informed and relevant. |
| Competencies | * Ability to take a considered view in making judgements and decisions. * Ability to nurture partnership and mutual respect on the Management Board * Ability to question intelligently * Ability to debate constructively * Ability to challenge rigorously, probe key issues and question accepted ways of working * Ability to make decisions objectively and in the best interests of netball in the Region. |
| Behaviours | * Commitment to stay well informed about Netball East and the external environment in which it operates. * Willingness to contribute a fresh perspective to support the work of Netball East. * Uphold the highest ethical standards of integrity & probity. * Ability to listen sensitively to the views of others, inside and outside the Board. * Ability to gain the trust and respect of both other Board members and stakeholders * Strong interpersonal skills |
| Circumstances | * Willingness to commit time to attend Board meetings, Technical Support Groups and to support the work of the RMB. This will include evenings and weekends. |

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**Application Form**

This form is to be used to officially apply to be a Board or Working Group Member of Netball East. By completing the form you are declaring that:

\* I am over 18.

\* I am not an undischarged bankrupt

\* I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

\* I undertake to fulfil my responsibilities and duties as a Member of Netball East in good faith and in accordance with the law and within Netball East’s objectives / mission.

\* I do not have any financial interests in conflict with those of Netball East (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where board members are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Address** |  | | |
| **Phone** |  | **E-mail** |  |
| **Signed** |  | **Date of Birth** |  |
| **Nationality** |  |

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| **Position Applied For** |  |
| **Are you a member of England Netball**? |  |
| **If so, what is your membership number?** |  |

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| Please explain why you wish to apply for the role along with a short description of how your skills and experience will contribute to the development of Netball East. Please also give reassurance that you are able to dedicate the necessary time. |
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| Please include any details of existing or previous experience with Board/Committee Membership below. |
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| Please give contact details for two referees that can be contacted to confirm your experience. |  |  |

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| Any additional information you may wish to add |
|  |

Please return the completed form to Nasem Khan (East Regional Co-ordinator) at:

east@englandnetball.co.uk

or send by post to:

Netball East

C/O Active Luton

Wigmore Hall

Eaton Green Road

Luton

Bedfordshire

LU2 9JB

Alternatively should you have any questions or require further information, please do not hesitate to call the East Regional office on: 01582 813766.