Netball East Mentor Administrator – Role Profile

Role: Administrator, Netball East Lead Mentors Subgroup

VERSION CONTROL	DATED	REASON FOR UPDATE	UPDATED BY	NEXT REVIEW DATE
Version 1	**15/06/2025**	**Drafted for approval by OFTSG before advertising**	**Bernadette Palmer**	**June 2026**

Responsibilities:

Production and distribution of the notes for the Netball East Mentoring Subgroup meetings.

In accordance with the NE OTSG Terms of Reference, the role holder will work in conjunction with the Regional Mentoring Lead by :-

- drafting and circulating the agenda, together with any supporting papers, at least 7 days in advance of each meeting
- taking formal notes at each NE Lead Mentors meeting and circulating to the NE Lead Mentor for approval, preferably within 14 days of the meeting
- distributing the notes to the NE County Lead Mentors
- following up outstanding actions ahead of each meeting
- filing the notes on the NE OTSG Google Drive
- ensuring all personal information is managed in accordance with Data Protection regulations.

Notes:-

The NE Lead Mentors meetings are scheduled throughout the playing season, usually every other month and last approximately 2 hours. The meetings are held via Zoom.

The meeting attendees include:-

NE Lead Mentor, Netball East County Lead Mentors from Bedfordshire, Cambridgeshire, East Essex, Essex Thurrock, Hertfordshire, Norfolk and Suffolk.

Average time required to fulfil the role – 2 hours every other month to attend the meeting and the time taken to draft and circulate the notes

Required / preferred skills and or knowledge

Skills/Experience/Knowledge	Essential	Desired
Administration	YES	
Communication – written and verbal	YES	
Diversity & Inclusion		
Finance		
GDPR awareness		YES
Governance		YES
IT media & Systems (MS Word and MS Excel, Google)	YES	
Officiating		YES
Organisation Skills	YES	
People Person / people management	YES	
Strategic Planning and Policy Implementation (awareness)		YES