**NETBALL EAST RECRUITMENT PACK**

**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 (Regional rounds of England Netball Competitions and a bespoke Regional Competition framework) 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 progress 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, benecosMavericks and County Netball Associations.

**Role Descriptor & Specific Competency Profile – Lead for Volunteer Events & Development**

**The Role**

* Be a full voting member of the Regional Management Board.
* Develop a Volunteer Development strategy within the context of England Netball guidelines to facilitate the recruitment, retention, development and progression within the Region; we are particularly interested in engaging more young volunteers.
* Provide guidance and support to County Netball Associations within the Region to enable them to recruit and retain a strong and skilled volunteer team.
* Lead on the Region`s Goalden Globes Awards process and ceremony to recognise and celebrate volunteers in the Region.
* Lead on the organisation of Events to celebrate the Region`s 70th Anniversary (1949 to 2019).
* Recruit a small team of volunteers to support the planning and delivery of the above volunteer events.
* Attend, as appropriate, any National volunteer related meetings/conferences/workshops organised by England Netball.

**Specific Competencies**

The lead for Volunteer Events & Development will need to demonstrate the following competencies in addition to the core skills and experiences listed below.

* A knowledge, understanding and experience of Volunteer development & recognition.
* A knowledge, understanding and experience of preparing, delivering and reviewing a Volunteer strategy 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, benecosMavericks and County Netball Associations.

**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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |

**Skills Profile – Members of the Officiating Technical Support 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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills, Competencies & Experience** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| Excellent interpersonal and communication skills |  |  |  |  |  |  |
| Excellent organisational, planning and analysis skills |  |  |  |  |  |  |
| Ability to work with minimal supervision |  |  |  |  |  |  |
| Good understanding of the EN Officiating pathway |  |  |  |  |  |  |
| Experience of umpiring at grassroots level |  |  |  |  |  |  |
| An understanding and empathy with volunteering and volunteers |  |  |  |  |  |  |
| An understanding and experience of and a commitment to officiating in sport. |  |  |  |  |  |  |
| **Behaviours** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| A passion and commitment to the sport of Netball |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| Ability to work with minimal supervision |  |  |  |  |  |  |

**Skills Profile – Members of the Coaching Technical Support 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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills, Competencies & Experience** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| Experience of coaching in at least one of the following environments: participation, junior club, adult club, performance development, high performance. |  |  |  |  |  | Please specify which environment(s) |
| A track record of engaging, recruiting and developing volunteers. |  |  |  |  |  |  |
| Understanding of how a coach needs to adapt depending on the environment they are coaching in.  |  |  |  |  |  |  |
| Experience of developing coaches through mentoring. |  |  |  |  |  |  |
| Understanding of netball delivery in an education setting.  |  |  |  |  |  |  |
| An understanding and experience of and a commitment to coaching & coach development in sport. |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |

**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.

|  |  |  |
| --- | --- | --- |
| **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 |  |

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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.

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

|  |  |
| --- | --- |
| **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.