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| **JOB DESCRIPTION** |

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| **Job title:** | Netball Development Officer (NDO) | **Contractual status:** | Fixed term until 30th June 2022 with the possibility of extension subject to funding |
| **Hours of work:** | Full time, 35 hours per week: Monday to Friday 9am to 5pm. However, you may also be required to work ad hoc match days and fundraising events to support the wider team | **Salary range:** | £20,000 - £25,000 per annum depending on experience |
| **Location:** | * Turf Moor, Burnley, BB10 4BX
* Nelson & College, Scotland Road, Nelson, BB9 7YT
* Accrington and Rossendale College, Sandy Lane, BB5 2AR
 | **Reporting to:** | Head of Football Development |
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| Job Summary: |

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| Assist with the coordination, development and delivery of the netball education programme and associated netball provision based at Turf Moor, Nelson & Colne College and Accrington and Rossendale College. The role will be based primarily at Nelson & Colne College. The NDO will be responsible for the day-to-day planning, delivering and evaluation of coaching sessions and will support all recruitment and strategy to develop the Burnley FC in the Community netball programme and other netball development projects.  |
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| Roles and Responsibilities: |

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| * Planning, development and delivery of the netball programme and other netball development initiatives.
* To deliver both netball coaching sessions and support classroom-based education workshops/Btec units when required.
* To explore growth opportunities for netball provision related to the project area.
* To liaise with the Head of Football Development and proactively promote the netball programmes and carry out all meaningful tasks, when so asked to do, by the Head of Football Development.
* To undertake appropriate administrative duties in relation to the programme, to ensure the smooth running of the project e.g. maintain accurate attendance registers, organise fixtures, transport and collect monies, etc.
* To manage, develop and support the coaches and volunteers involved in netball coaching sessions.
* To work in partnership with BFCitC and Burnley Football Club departments on community initiatives as identified by the Head of Football Development, CEO of BFCitC and Board of Trustees.
* To ensure that the health and safety issues are implemented in all areas of the programme.
* To assist with reports for management and steering groups. The reports are to include statistical and financial information.
* To help monitor and evaluate the programme & have an input into the future design of programme delivery.
* Identify talented individuals involved in the projects and refer those individuals to appropriate destinations.
* To be able to work flexible hours where the role of the job requires.
* To work towards agreed Key Performance Indicators (KPIs).
* Comply with all Charity policies.
* Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
* Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
* To understand and implement the Club’s Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
* A commitment to equality and diversity in the workplace.
* Willingness to attend training courses including Safeguarding and Equality and Diversity.
* Always demonstrate the Charity’s values.
* This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.
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| **PERSON SPECIFICATION**  |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * A minimum of 5 GCSEs including grades A to C in English and Maths or equivalent.
* Netball Coaching Qualification Level 2 or above or the willingness to complete a course within the first 6 months of appointment.
 | * Sports Related degree or equivalent.
* Netball C Award umpiring qualification.
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| EXPERIENCE & SKILLS | * At least one years’ experience of coordinating and implementing sports or community development programmes in a paid or voluntary capacity.
* Experience in delivering high quality netball coaching sessions.
 | * Experience of coaching a wide range of ages and abilities.
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| PERSONAL QUALITIES | * Enthusiasm and passion for sport.
* Excellent organisation, time management prioritisation skills.
* Outstanding interpersonal skills.
* Good judgement and knowing when to seek advice or support.
* Ability to work within a team and foster good working relationships.
* A friendly, positive ‘can do’ and courteous attitude.
* Enthusiasm, energy, and resilience.
* A commitment to the aims, vision, and values of Burnley FC in the Community.
* Highly motivated, determined, and conscientious.
* Meticulous standards.
* Displays no prejudice when working with others.
* Willingness to have a full DBS check.
* A passion for the community and making a difference.
 | * Knowledge of the local business and sport community and in particular how it relates to Burnley FC in the Community.
* An understanding of Burnley and the surrounding geographical areas.
* A positive attitude towards professional development and their own learning.
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