



## Netball North West Regional Board Vacancies

Volunteering for the North West Regional Management Board gives you the opportunity to make a real difference to the North West Netball Family. The Regional Management Board meets formally four times a year and has recently introduced online meetings to meet the needs of running the Region and accommodating the busy schedules of today's volunteer. These roles will enable you to learn more about how netball is delivered off the court for the North West and give you the opportunity to shape delivery in the North West, improving the game for our members.

It's an extremely exciting time with the World Cup coming to Liverpool next year and the national developments taking place in Netball. Join us now to be a part of a great team, at a great time. It's Us, It's Now living Next Level Netball.

### The vacant roles are:

- Regional Board Chairperson
- Regional Board Volunteer Chairperson
- Regional Board Communication and Marketing Chairperson

The Netball North West Regional Management Board's primary function is to provide strategic direction, support and guidance to regional and sub-regional sporting partnerships (e.g. England Netball Regional Team, Manchester Thunder and County Netball Associations).

Each Chairperson leads a Technical Support Groups (TSG) who will support delivery of events, programmes, initiatives and projects relating to each focus (e.g. Volunteering, Coaching, Communications etc) developing Netball in the North West region.

### Remit of Regional Technical Support Groups

The Chair will be the main contact for the group. The Chair is responsible for communicating with all other TSGs. Initial meetings should be used to determine and agree terms of reference and aim to achieve the following points:

- Determine, agree and promote the terms and reference
- Ensure each county has a representative
- Ensure that Codes of good Governance are integrated and implemented into all aspects of netball delivery within the region
- Co-ordinate and support promotion of Regional Netball delivery and opportunities for members as appropriate
- Deliver projects given to the group from the RMB
- Work closely with other related TSGs and consider implications of decisions for Netball in the Region.

### The application process is as follows:

- Deadline for applications: Tuesday 1<sup>st</sup> January 2019
- Phone interviews (with those meeting criteria): w/c 7<sup>th</sup> January 2019
- Roles offered: w/c 14<sup>th</sup> January 2019
- Roles induction and handover: Throughout January / February 2019

**Please read the below role descriptions. If you would like to apply please complete and return the supporting evidence form by Tuesday 1<sup>st</sup> January 2019.**

# Vacant Role and Responsibilities of Regional Management Board (RMB)

**ROLE TITLE: Regional Chairperson**

<b>ROLE SUMMARY:</b>	To represent the North West Regional Management Board and to lead the Board in driving its vision, objectives and plan forward.
<b>ESTIMATED HOURS:</b>	Up to 2 hours per week plus regional and national meetings
<b>KEY TASKS:</b>	<ul style="list-style-type: none"> <li>▪ Chair the Regional Management Board (RMB) meetings and general meetings</li> <li>▪ Facilitate the production and monitoring of a regional plan in conjunction with the Regional Manager to suitable timescales</li> <li>▪ Work closely with England Netball staff, members and local partners to ensure that regional priorities reflect local need and link effectively with national strategies</li> <li>▪ Coordinate the work of the RMB to deliver the Regional Plan</li> <li>▪ Support the RMB to provide a strategic lead for netball in the Region, setting policies as appropriate</li> <li>▪ Oversee the work of the Technical Support Groups and attend meetings as and when necessary</li> <li>▪ Meet with the Regional Manager and Vice Chair to discuss operational issues, and provide support and guidance as appropriate</li> <li>▪ Instigate and build partnerships with a range of individuals and agencies as deemed appropriate for the benefit of netball in the region</li> <li>▪ Attend regional events as and when necessary</li> <li>▪ Represent the Region on the England Netball Regional Chairs Forum and any other national committees as required</li> <li>▪ Communicate effectively with County Chairs and provide support and guidance as and when appropriate</li> <li>▪ Prepare the Annual Report for submission to England Netball and set an annual account of RMB Meetings</li> <li>▪ Ensure the RMB meets its agreed minimum operating standards</li> <li>▪ Be responsible for the conduct of the RMB in managing the affairs of the Region</li> <li>▪ Be an advocate for netball and of the regional plan</li> </ul>

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Strong communication skills</li> <li>• Excellent organisational and planning skills</li> <li>• Strong leadership and delegation skills</li> <li>• Team leadership skills</li> <li>• Good political and influencing skills</li> <li>• Excellent facilitation skills</li> </ul>	Good presentation skills
<b>ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to remain calm under pressure</li> <li>• Ability to deal with conflict</li> <li>• Ability to appropriately manage confidential information</li> <li>• Ability to manage a group of volunteers from a variety of backgrounds</li> <li>• Ability to build and maintain effective networks</li> <li>• Ability to build and maintain effective networks</li> </ul>	Ability to minute meetings
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven organisational and management ability</li> <li>• Practical experience of the use of Microsoft Office (word essential)</li> </ul>	A background in business management Experience of developing and implementing strategic plans
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the sporting landscape</li> <li>• Knowledge of current sporting initiatives</li> </ul>	
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Gives attention to detail</li> <li>• Passion for developing sport</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Access to the internet and email</li> </ul>	

**ROLE TITLE: Regional Volunteer Chairperson \*NEW ROLE\***

<b>ROLE SUMMARY:</b>	To be a member of the Regional Management Board, as the lead for Volunteering, supporting and delivering the strategic vision for this area in the North West region.
<b>ESTIMATED HOURS:</b>	Up to 2 hours per week plus regional and national meetings, this will vary based on the volunteering projects you are focusing on.
<b>KEY TASKS:</b>	<ul style="list-style-type: none"> <li>▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board</li> <li>▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision specifically focussing on the recruitment, retention and succession planning of volunteers</li> <li>▪ Lead support for the RMB and counties to: <ul style="list-style-type: none"> <li>▪ Monitor and deliver volunteer section of regional plan</li> <li>▪ Liaise with RMB TSG leads and County Chairs on priority areas for volunteer recruitment</li> <li>▪ Provide support and guidance to RMB regarding volunteers in relation to legislation and development</li> </ul> </li> <li>▪ Report on actions and progress of the North West in relation to volunteer recruitment and development</li> <li>▪ Support the promotion of volunteer recruitment for counties and TSG groups</li> <li>▪ Respond to any queries in relation to volunteering with the NW</li> <li>▪ Work with the Communications TSG to promote volunteers and volunteer opportunities across region.</li> <li>▪ Represent the North West region on EN national volunteer groups.</li> <li>▪ Be an advocate for netball and of the regional plan</li> </ul>

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<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Strong communication skills</li> <li>• Excellent organisational and planning skills</li> <li>• Strong leadership and delegation skills</li> <li>• Team leadership skills</li> <li>• Good political and influencing skills</li> </ul>	Excellent IT skills
<b>ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to remain calm under pressure</li> <li>• Ability to deal with conflict</li> <li>• Ability to manage a group of volunteers from a variety of backgrounds</li> <li>• Ability to build and maintain effective networks</li> <li>• Ability to be flexible and enthusiastic in order to support volunteers</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of developing and implementing volunteer development strategy and plans</li> <li>• Proven organisational and management ability</li> <li>• Practical experience of the use of Microsoft Office (word essential)</li> </ul>	Experience of developing volunteers Producing and managing a budget A background in volunteering would be advantageous
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the volunteer development and governance around volunteering</li> </ul>	Understand the breadth of volunteers roles involved in developing netball Knowledge of the sporting landscape Knowledge of current sport volunteering initiatives and relevant organisations
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Gives attention to detail</li> <li>• Passion for developing sport</li> <li>• Access to the internet and email</li> </ul>	

**ROLE TITLE: Regional Communication and Marketing Chairperson**

<b>ROLE SUMMARY:</b>	To be a member of the Regional Management Board, as the lead for communication and marketing, supporting and delivering the strategic vision for this area in the North West region.
<b>ESTIMATED HOURS:</b>	Up to 2 hours per week plus regional and national meetings.
<b>KEY TASKS:</b>	<ul style="list-style-type: none"> <li>▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board;</li> <li>▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision</li> <li>▪ Lead the Communication and Marketing Technical Support Group (TSG) to ensure the group: <ul style="list-style-type: none"> <li>▪ Monitor and deliver the communication and marketing section of the regional plan</li> <li>▪ Ensure that equity, ethics and safeguarding policies and good practice are applied across all communication and marketing activities and adhere to GDPR</li> <li>▪ Ensure that all marketing is appropriately and correctly branded as guided by England Netball</li> <li>▪ Oversee the maintenance of the regional website and any agreed regional social media tools</li> <li>▪ Access opportunities for publicity across all forms of the media</li> <li>▪ Promote activities, successes and achievements within the Region</li> <li>▪ Work with identified groups and individuals to deliver regional Golden Globes event, to encourage applications and recognise nominees and winners</li> <li>▪ Liaise with other TSGs as required regarding communication and marketing related matters</li> <li>▪ Be an advocate for netball and of the regional plan</li> </ul> </li> </ul>

**PERSON SPECIFICATION**

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<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Strong communication skills</li> <li>• Excellent IT skills</li> <li>• Team leadership skills</li> <li>• Good political and influencing skills</li> <li>• Excellent facilitation skills</li> <li>• Excellent presentation skills</li> </ul>	Excellent organisational and planning skills Strong leadership and delegation skills
<b>ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to manage a group of volunteers from a variety of backgrounds</li> <li>• Ability to build and maintain effective networks</li> <li>• Ability to be flexible and enthusiastic in order to support the marketing and communication needs of the region</li> <li>• Ability to build and maintain effective networks</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of developing and implementing communications and marketing strategy and operational plans</li> <li>• Understanding and experience of planning, applying for and delivering fundraising and sponsorship initiatives</li> <li>• Practical experience of the use of Microsoft Office (word essential)</li> </ul>	Proven organisational and management ability Experience of utilising social media to share messages
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the area of netball specific to the TSG</li> <li>• Understand the role of Social Media in promoting netball and sport for women</li> <li>• Understand the role of equity and ethics in relation to marketing and communication</li> </ul>	Knowledge of the sporting landscape Knowledge of current sporting initiatives
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Gives attention to detail</li> <li>• Passion for developing sport</li> <li>• Access to the internet and email</li> </ul>	

# Board Application and Supporting Evidence Form

Please complete the following and return by **midnight on Tuesday 1<sup>st</sup> January 2019**

England Netball – RMB application  
NW Regional Office  
National Cycling Centre  
Stuart Street  
Manchester  
M11 4DQ

Or submit your application by email [northwest@englandnetball.co.uk](mailto:northwest@englandnetball.co.uk)

## Part 1: Personal details

Name.....Current netball roles (if held).....  
Address.....  
.....  
Tel No & Area Code:.....  
Affiliation No.....Club.....

## Part 2a: Application for the role of (please highlight the position for you are applying for)

RMB Chairperson  
  
RMB Volunteer Chairperson  
  
RMB Communication and Marketing Chairperson

## Part 2b: Outline the reasons for applying for this position

## Part 2c: Detail your experience and knowledge (please provide any relevant netball experience in this section to)

## Part 2d: Key skills and attributes

Tell us about the key skills and attributes that make you a suitable person for the position, please relate to role description.

***Please note that all successful volunteers will be required to be affiliated to England Netball. More information can be found on the England Netball website: <https://www.englandnetball.co.uk/membership/>***