

JOB DESCRIPTION

Job Details	NETBALL EUROPE (NE)
Job Title:	Director of Officiating
Function:	To manage the Officiating function for Netball Europe
Job Reports To:	NE Board
Location:	Based at home but with some UK and International travel
Responsible for:	I Volunteer position (Chair of the Awards Working Group)
Background	
<p>Netball is a rapidly developing international sport. The work of Netball Europe in supporting Member Countries to develop the sport nationally is undertaken exclusively by Volunteers.</p> <p>The key function of Officiating is delegated to the Director of Officiating with the role and responsibilities determined by, and reviewed from time to time by, the NE Board.</p> <p>The attached Organisation chart details the current responsibilities and reporting lines within Netball Europe and the functional reporting line to the International Netball Federation (INF)</p>	
Role	
<p>The role of Director of Officiating oversees three separate areas of responsibility: the NE Umpiring Awards Scheme; Officiating Development through the medium of the Officiating Working Group; Appointment of Umpires and UAP's to NE non ranking Events.</p> <p>Reporting to the NE Board, it is envisaged that the person appointed will assume strategic and operational responsibility for the Officiating Development programme, Umpire/UAP appointments and support the work of the Awards Working Group (AWG).</p> <p>Ownership and implementation of the strategic plan for Officiating as approved from time to time by the NE Board.</p>	
Job Responsibilities	
<p>To act as the lead person for Officiating within Netball Europe. This will include the following responsibilities:</p> <ul style="list-style-type: none">• The management, review and updating of the NE Umpiring Awards scheme (actioned via the NE Awards Working Group, AWG)• To oversee, via the AWG, the administration of the Awards scheme Written Assessments, including establishing and maintaining a database of Markers and Moderators• To determine the policy for the appointment of NE accredited Umpire Tutors and Umpire Assessors for the NE Officiating Development programme• To establish and manage the procedures and processes for the appointment of NE accredited Umpire Tutors and Umpire Assessors for the NE Officiating Development programme• To establish, maintain and periodically review a database for all NE Officiating appointments, including accredited Umpire Tutors and Umpire Assessors: the database(s) to be number specific• To maintain a database of Talent Identified (TID) Umpires and liaise with member countries as appropriate to monitor their development and progress	

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- To establish and monitor procedures and processes for the transfer of Umpire accreditation a) within the Region and b) across INF Regions
- To work with the Netball Europe Board, and the NE Regional Officiating Co-ordinator (ROC), re the nomination of suitably qualified persons to be NE ITP's (International Testing Panel members). **The ROC role is an INF appointment and is not a component part of the NE DO role. Ideally, the roles of NE DO and INF ROC should be separate (see note below).**
- In conjunction with the ROC and the INF Umpiring Manager, to contribute to the periodic monitoring and review of ITP appointments
- To chair the panel for the appointment of Umpires and Umpire Assessors (UAP) for NE Events, including non-ranking games between member countries (and invitees)
- To liaise and communicate within NE on matters relating to, or involving, Officiating
- To review all relevant Funding applications related to Officiating
- To be the first point of contact for member countries on all matters relating to Officiating
- To work with the Officiating leads from member countries
- In the ROC role to liaise and work with a) the INF Umpiring Manager and b) the ROC's from the other INF regions (**note**: it is not desirable to combine with the ROC role as there could be a conflict of interest e.g. **umpire development (ROC) vs cost of importing umpires (NE)**)
- To provide advice and guidance to member countries on Officiating matters, including establishing and monitoring bespoke development plans
- To be a point of contact for the INF for NE Officiating
- To devise, develop and implement a suitable strategy for succession planning within NE Officiating

Key Accountabilities

1. Develop and implement appropriate Officiating strategies within NE
2. Cascade the agreed strategies down into robust and effective processes and procedures
3. Provide advice and guidance to the NE Board on Officiating matters, including Funding applications (Net Effect)
4. Maintain appropriate records and number specific databases
5. Compile an Annual Report for the NE Board, and other ad hoc Reports as required
6. Contribute to the compilation of, and then work within, an agreed annual Officiating budget
7. Establish Officiating contacts within all member countries
8. Maintain an effective communication link with these contacts – and also internally within NE and externally to INF

JOB DESCRIPTION

Code of Conduct

- | | | | | |
|---|-----|-------------------------------------|----|--------------------------|
| 1. If based in the UK, the job holder is required to hold a valid CRB check Certificate | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Adhere to the INF and NE Code of Conduct, Ethics and Disciplinary procedures | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |

Specific Health and Safety Accountabilities

1. Responsible for all Health and Safety matters when Tutoring and/or Assessing at C Award level

Job Skills, Experience and Qualifications

Essential

- A minimum of 10 years experience in Sports Officiating (including 5 years Netball specific)
- International Officiating experience (either as Umpire or Table Official)
- A minimum of 5 years experience as an accredited Tutor and Assessor (not necessarily Netball specific)
- A creative and empathetic approach to Officiating
- Able and willing to take responsibility and accountability for achieving defined objectives
- Previous experience in contributing to the development of change initiatives and strategies for growth
- Proactive, with demonstrable levels of drive, tenacity and mental energy
- Competent and proven relationship management
- Effective communication skills embracing tact and diplomacy
- Proficient in the use of Microsoft Word, PowerPoint and Excel
- A dynamic and creative approach to presentation skills
- A willingness to embrace Continuing Professional Development (CPD)
- Fluent in communicating (speaking and writing) in the English Language
- Able to travel abroad and to operate on their own

Desirable

- Previous international business or sporting experience
- Experience of working with other cultures
- A working knowledge of the objectives, plans and strategies for the development of Netball as an International sport

Job Description Briefing

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
 (I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate superior: ----- Signature: -----
 (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Nominated Deputies (if appropriate)

Name of Nominated Deputy: ----- Signature: ----- Date: -----

(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)

Issued by:	Alan Anderson	Dated:	12th September 2017	Version:	3
Amended by:				Version	
Approved by:	NE Board	Dated:	12th September 2017	Version:	3