



WALES NETBALL
PÊL-RWYD **CYMRU**

Role Advert

Performance Operations

Lead

(Maternity Cover)

Job Description

Job Title: Performance Operations Lead (Wales & Celtic Dragons) - Maternity Cover (11 Months)

Salary/Banding: £25,000 pa

Department: Performance Sport

Location: Sport Wales National Centre, Cardiff (with possible National & International Travel)

Reporting to: Head of Elite

Role Summary

The overall purpose of this role will be responsible for the efficient and effective delivery of the Wales Senior Programme & the Celtic Dragons Franchise Programme. To successfully coordinate and deliver the teams logistics, programme administration and to be the point of contact for all Team Managers. This is a maternity cover position for a period of 11 months from the agreed start date.

Main Areas of Responsibility:

1. Delivery of the Wales Senior Performance Programme:

Typical Activities:

- Coordinate the successful delivery of the Wales Netball Senior Squad training and competition programme
- Build and maintain scrupulously accurate databases (includes players registration, athlete agreements, anti-doping training records etc)
- Manage and coordinate all kit, equipment, and storage for the senior programme
- Management and delivery of international events and competitions
- To coordinate the Wales Senior Team logistics for all training and competition, working closely with the Head of Elite and the Wales Senior Squad Team Manager
- Performance calendar collation and circulation (in conjunction with the Head of Elite)
- Work in partnership with the Performance Pathway Officer to ensure there is appropriate engagement with officials' and umpires
- Coordination of player movements and appearances in conjunction with the Team Manager
- Coordinating end of season reviews and social elements across the season

2. Delivery of the Celtic Dragons Operations:

Typical Activities:

- Manage athlete logistics such as travel and accommodation etc., in partnership with the Head Coach
- Manage game day logistics for all VNSL home matches, and player/team logistics for away games
- Build and maintain scrupulously accurate databases (includes players registration, athlete agreements, anti-doping training records etc)
- Once players have been identified and approached by Head of Elite and Head Coach, manage the administration of contracts, welfare, support programme
- Manage all match day packages from creation, advertisement, recruitment, and delivery
- Source, stock take and manage all facets of merchandise
- Ensure full compliance with all VNSL operating standards, regulations, and deadlines
- Manage any VISA processes (for athletes and coaching staff)
- Coordination and organisation of commercial activities such as, fundraising, camps, festivals, workshops, teambuilding, celebration events and smaller levels of sponsorship etc
- Manage the relationship with 'Ticketline' and oversee all ticketing related duties
- Manage all Team Kit related requirements, from design, storage, ordering and delivery within operational timelines as outlined by the official apparel partner

3. Performance Administration to support the delivery of the above two programmes

Typical Activities:

MEDIA-MARKETING-COMMUNICATIONS

- Lead all operational communications in relation to VNSL and Celtic Dragons. Ensure connectivity with the communications lead for wide coverage
- Manage/advise on all game day communications
- Managing the ticketing processes and manage the relationship with ticket provider, ensure ticket sales are effective and successful. Ensure ticket pricing is accurate with a wide offer and promotions
- Coordinating launch events, dress reveals, and events relating to Celtic Dragons

COMMUNITY

- Maintain and develop community engagement via Fan Zones, camps, and player appearances
- Connect with the wider Wales Netball community team to maximise exposure of both Wales Senior Team & Celtic Dragons profile

GENERAL

- Ensure a culture of respect and compliance through fair and ethical practices
- Written reporting to Head of Elite
- Any other reasonable areas of work as outlined at the discretion of the Head of Elite
- Working with the competitions officer ensure all roles required for successful delivery of the VNSL season are sourced and appropriately placed
- Budget to be set and managed by the Head of Elite, this role will need to process and administrator
- The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be expected within the scope and grading of the post

Essential and Desirable Criteria

Criteria: Qualifications and Training	Essential	Desirable
Educated to degree level (or equivalent vocational coaching experience)		✓
Criteria: Knowledge and Experience	Essential	Desirable
Experience of working in the field of performance or performance pathways	✓	
A comprehensive understanding of the component parts of player pathways and the necessary ingredients	✓	
Awareness of international landscape and an understanding of the VNSL		✓
Experience of managing multiple projects, people, processes, and procedures from finance to administration	✓	
Knowledge and experience of working with a multi-disciplinary team		✓
Experience of contract management		✓
Criteria: Skills and Aptitudes	Essential	Desirable
Strategic thinker – can understand and share a vision, provide direction	✓	

Ability to contribute to a high-performance culture with transparent and honest working style	✓	
Have an athlete centred approach to ensure effective development of individual athletes	✓	
Able to work under pressure, manage multiple priorities and meet deadlines	✓	
Excellent interpersonal skills and the ability to influence at all levels	✓	
Effective communication skills	✓	
Empathy for the demands and pressures of a training programme in a non-centralised, volunteer let programme	✓	
High level of organisational skills	✓	
Ability to work on own and as a team	✓	
Passionate about and committed to the development of elite netball	✓	
Reliable and punctual	✓	
Willingness to undertake training related to continual professional development	✓	
Strives for continuous improvement leading to excellent performance	✓	
Experience of working within the confinements of a budget and being flexible to meet the needs of the programme		✓
Criteria: Other		
Ability to travel within the planned calendar	✓	
Flexible working – regular evening and weekend working	✓	

To be considered for this position, please send a copy of your CV and a supporting letter detailing why you feel that you would be appropriate for this role, to recruitment@walesnetball.com

For an informal discussion about the role, please contact Sara Moore (Head of Elite) by email: sara.hale@walesnetball.com

Closing Date: Friday 21st January (5pm)

Interview Date: Friday 28th January

Interview Location: Sport Wales National Centre, or Virtually via Zoom (TBC)