



WALES NETBALL
PÊL-RWYD **CYMRU**

Job Pack

Tournament Organiser

U16 National Club Championship Regional Rounds



Job Description

Job Title: Tournament Organiser

Salary: Hourly paid @ £12.00 (consultancy if self-employed, or Zero-Hours Contract) with reasonable travel expenses. Contract will run from October 2024 – February 2025 with potential to extend on annual basis.

Location: Home Working

Reporting to: Events and Competition Officer (Day to Day) and Head of Participation (Line Manager)

Role Summary

We are committed to growing the sport of Netball in Wales and harnessing the power it has to improve peoples lives.

The coming years will bring exciting prospects for Wales Netball and this new role will support the Events and Competition Officer to ensure that tournament days are run effectively and efficiently.

The role is responsible for the effective planning and efficient execution of Wales Netball Under 16 National Club Championship Regional Round Competitions within the allocated region/s with the aim of providing high quality experiences.

This role will be integral in the development of competitive opportunities to support the membership growth. This role is paid on an hourly rate and will be appointed from October 2024 – February 2025 with potential to extend on annual basis.

All work will contribute to the delivery of the Wales Netball 2030 strategic plan.

Main Areas of Responsibility:

- Delivery of Wales Netball Under 16 National Club Championship Regional Round Competitions within the allocated region/s:
 - Act as the main contact and manage all competition enquiries
 - Plan competition date and book appropriate venue
 - Invite eligible junior clubs to participate and complete entries via Sport:80 including making payments and completion of team sheets
 - Spot-check that individuals and teams meet eligibility requirements as set-out in the National Competition Handbook, via liaising with the requisite leagues
 - Organise running of the event, including fixtures, umpires and volunteers, as required
 - After the event, email winners and related competition invoices to the Events and Competition Officer

Essential and Desirable Criteria

Criteria: Qualifications and Training	Essential	Desirable
Educated to degree level (or equivalent vocational experience)		✓
Recognised Project or Event Management Qualification (or equivalent vocational experience)		✓
Criteria: Knowledge and Experience	Essential	Desirable
Experience of organising competitions	✓	
Knowledge of the regional area applied for and key contacts for clubs and leagues	✓	
Recruiting and developing the sporting workforce including volunteers and officials	✓	
Experience in managing budgets		✓
Ability to deal with a wide range of issues	✓	
Experience of working/volunteering within a netball environment		✓
A sound working knowledge of Microsoft Office i.e. Word, Excel, Outlook	✓	
Creating, developing and sustaining positive and effective relationships	✓	
Criteria: Skills and Personal Qualities	Essential	Desirable
The ability to take a flexible approach and to plan and prioritise work to Meet deadlines	✓	
The ability to provide logical solutions to problems and to seek referral when necessary	✓	
Excellent people skills and the ability to influence at all levels	✓	
Effective communication skills	✓	
High level of organisational skills	✓	
Ability to work from own initiative and as a team	✓	
Resolute and punctual	✓	
Criteria: Other	Essential	Desirable
Ability to travel throughout Wales	✓	
Flexible working – regular evening and weekend working	✓	
Welsh Speaker		✓

Equality, Diversity and Inclusion

We welcome and encourage applications from people of all backgrounds. Wales Netball is committed to creating an inclusive culture, through fostering a diverse workforce.

Terms of Appointment

Remuneration: Hourly paid @ £12.00 (Expected Hours per region: 1x Competition day [up to 8 hours]; pre & post competition administration [up to 7 hours])

Based: One or multiple of the following Locations:

- Cardiff & Vale
- South East Wales
- Glamorgan Valleys
- Afan Nedd Tawe
- West Wales
- Mid Wales
- North East Wales
- North West Wales

How to Apply

Please answer the questions on the following [application form](#). Candidates who are able to demonstrate they best meet the essential and desirable criteria will be offered the role of 'Tournament Organiser'.

Closing Date for applications: Midday on Monday 26th August 2024

For an informal conversation about the role please contact tasha.constable@walesnetball.com

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