



**WALES** NETBALL  
PÊL-RWYD **CYMRU**

# Wales Netball

## Community Development Officer

### East Wales

# Recruitment Pack

December 2025

## About Wales Netball

At Wales Netball our mission has always been to promote and develop Netball within Wales by organising domestic and international competition and disseminating knowledge. Today this is done by the Officers, Directors and professional staff of Wales Netball on behalf of the members.

Our **core values** are: Inspire, Aspire, Connect & Respect. These are at the heart of everything we do, and we talk about them regularly as a staff team.

Our **Departments**: Business Operations, Participation and Performance, each member of staff has a clear understanding of how they contribute to the 2030 strategic plan, Ymladd 2030, which is currently being developed.

## Role Summary

This is an exciting opportunity for a passionate and driven individual to play a central role in growing and developing Netball in Wales. The East Wales Community Development role will be deeply embedded in the day-to-day delivery of the sport, supporting participation in clubs, schools, and leagues and working closely with volunteers, coaches, and officials to enhance player engagement and retention.

The successful candidate will lead the delivery of national competitions including National Clubs and Age Groups and support regional events. They will also support workforce development by recruiting and supporting volunteers, coordinating coaching and officiating courses in East Wales. The role will also involve working with a range of stakeholders, including Regional Sports Partnerships, Local Authorities and education trusts to deliver targeted, inclusive programmes to support the development of netball in primary and secondary schools.

This role offers variety, challenge, and the opportunity to make a real difference. We are committed to harnessing the power of netball to improve lives and build stronger communities. We are seeking a conscientious and enthusiastic individual to join our team as Community Development Officer for East Wales on a fixed-term contract for Maternity Cover.

## **Main Areas of Responsibility:**

### **Competition & Event Delivery**

- Plan and deliver Wales Netball's national competition events including National Clubs, Age Groups and Masters.
- Produce and manage an annual competitions calendar, scheduling of events to avoid internal and external clashes.
- Amend and manage an annual National Competition Handbook.
- Assist in the coordination of East Wales regional events and programmes.
- Collaborate with local organisations to promote and deliver inclusive school and community festivals and tournaments.
- Hold responsibility for managing allocated budgets, ensuring accurate tracking, timely spend monitoring, and adherence to financial guidelines.

### **Workforce Development**

- Recruit, train, and retain volunteers, coaches, officials, and mentors to support events and programmes.
- Plan and administer coaching and officiating courses within the region.
- Coordinate applied learning placements with FE/HE partners.
- Support development pathways for coaches and umpires through coaching courses and continued professional development.

### **School & Club Engagement**

- Support and engage with Wales Netball affiliated Junior and Senior Netball Leagues within East Wales to promote participation and retention.
- Target schools in areas of high latent demand to facilitate netball delivery through PE and extracurricular programmes.
- Establish and strengthen links between schools and junior clubs to encourage out-of-school participation.
- Act as the regional contact for affiliated schools and inclusive settings, developing participation and promoting Wales Netball membership benefits.

### **Projects & Partnerships**

- Lead or support regional projects and pilot programmes targeting underrepresented groups (e.g. mixed netball, older adults, low-income communities, early years).
- Collaborate with partners such as Regional Sports Partnerships, Local Authorities, Urdd, StreetGames and other NGBs.

### **Impact Measurement**

- Provide Monthly and Quarterly Progress Reports for Senior Leadership Team and Wales Netball Board
- Collect and analyse programme impact data in collaboration with the internal Officer responsible for Data and Insights.

### **Additional**

- Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Line Manager and CEO.
- Proactively comply with and promote all organisation policies, in particular those relating to Safeguarding, Equity, Diversity & Inclusion, Mental Health and Data Protection.

## Personal Specification

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to a degree level or equivalent in a sports related subject or demonstrated experience in a sport development environment.	✓	
Sport coaching qualification (preferably Netball)	✓	
Young People and/or early years provision training or background		✓
Disability Inclusion in Sport Training or background		✓
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of running sports competitions and festivals.	✓	
Experience of coordinating and implementing sport or community development programmes	✓	
Knowledge and understanding of sports development and how to support clubs or organisations.	✓	
Experience of working in or alongside educational institutions, supporting sport development	✓	
Experience in recruiting and coordinating volunteers to support sporting activities and initiatives.	✓	
Experience of coordinating and implementing coaching and officiating development programmes		✓
Knowledge of sports governing bodies and Wales Netball		✓
Experience of Network-Building, seeking out partners and building mutually beneficial relationships		✓
Confident in using Microsoft Office, (Particularly Excel), Smart Survey/google forms	✓	
Knowledge of membership operations and IT systems		✓
Proven organisational skills and the ability to manage multiple projects within tight deadlines	✓	
Knowledge of Budget Management	✓	
Knowledge of Safeguarding practices and procedures	✓	
<b>Skills and Aptitudes</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills in written, verbal, and digital forms	✓	
Ability to build and maintain positive relationships with clubs, local organisations and partners	✓	
Ability to explain or present information to individuals or groups in a structured, clear, confident, and concise manner.	✓	
Well organised and able to prioritise workload	✓	

Strong interpersonal skills and team work ethic	✓	
Excellent administrative and customer service skills	✓	
Strong time management and excellent attention to detail	✓	
Flexible, adaptable and able to react positively and efficiently to change & remain calm under pressure	✓	
Willing to learn new skills	✓	
Honest and not afraid to challenge positively	✓	
Positive and proactive approach to work	✓	
Understands the importance of confidential information and how to handle it	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Possession of a valid UK driving license with the use of a car for work purposes	✓	
Welsh Language		✓
Flexible working – evenings and weekends	✓	

## Equity, 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. As part of your application, we have a voluntary equal opportunity form that would help us to achieve this, the form will be emailed once your application has been received.

## Terms of Appointment

**Role:** Full Time, 1 Year Fixed-Term Contract – Maternity Cover

**Remuneration:** £25,000 per annum

**Annual Leave:** 22 days per year plus bank holidays

**Based:** Cardiff Office with work from home flexibility. Extensive national travel required.

**Reporting to:** Head of Participation

## How to Apply

Please send your C.V **and** either a Cover Letter **or** Application Video outlining your suitability for the role, and how you meet the essential and desirable aspects of the job description to [recruitment@walesnetball.com](mailto:recruitment@walesnetball.com). If choosing an Application Video please upload it to a Dropbox, no other files storing links will be accepted and include the link in your application email.

In your application, please specify the Job Title in the ‘Subject’ line of your email.

Closing Date for applications: 2<sup>nd</sup> January 2026 at 5pm

Interview Date: 16<sup>th</sup> January 2026, in person at Sport Wales National Centre

For an informal conversation about the role please contact

[Adrian.evans@walesnetball.com](mailto:Adrian.evans@walesnetball.com)

**END**