



<b>Role Title:</b>	<b>Chair</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To ensure an efficient, well managed County
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM)</li> <li>• To chair all meeting of the County Committee (including AGMs) and guide members through the agenda</li> <li>• Liaise with the Secretary on the agenda for each meeting and the Minuting Secretary to approve the minutes before they are circulated</li> <li>• To represent the County at other appropriate meetings</li> <li>• To ensure that all County Committee members and England Netball members are able to have a 'voice' on delivery in the County</li> <li>• Provide leadership for the County taking decisions as required with consultation with the County Committee</li> <li>• Hold the casting vote in the event of a split decision</li> <li>• Ensure that all meetings and other work undertaken through-out the County are necessary and carried out effectively</li> <li>• Be responsible, in conjunction with the Secretary, for the presentation of the annual report</li> <li>• Authorise expenses/County expenditure</li> <li>• To provide support/guidance to County members where appropriate</li> <li>• To give speeches where necessary (e.g. AGM)</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Must have a sound working knowledge of the Nottinghamshire Netball, East Midlands Netball and England Netball Governance structures, and because of the need to attend meetings at regional level, will preferably have held a Board or TSG appointment at regional level for a minimum of two years.</li> <li>• Excellent management and leadership skills</li> <li>• Good organisation skills</li> <li>• The ability to make decisions</li> <li>• Good communication skills</li> <li>• The ability to delegate</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>Vice Chair</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To support the Chair to ensure the County is efficient and well managed.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM)</li> <li>• Support the Chair and undertake work assigned by the Chair</li> <li>• Take the chair at Committee meetings when the County Chair is unable to attend</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Must have a sound working knowledge of the Nottinghamshire Netball, East Midlands Netball and England Netball Governance structures and because of the need to attend regional meetings in the Chair's absence, should preferably have held a Board or TSG appointment at regional level for a minimum of 1 year.</li> <li>• Good management and leadership skills</li> <li>• Good organisation skills</li> <li>• The ability to make decisions</li> <li>• Good communication skills</li> <li>• The ability to delegate</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>Secretary</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To act as principle administrative officer for the County and first point of contact for general correspondence, disseminating to the Secretaries of NCNA member leagues and clubs, as appropriate.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus Clubs' meetings and AGM).</li> <li>• Arrange a suitable venue or set up video conferencing (zoom) for committee meetings, Clubs' meetings and AGM and inform other committee members/clubs of arrangements.</li> <li>• Prepare agendas for County Committee/Club meetings and AGM with guidance from the Chair and distribute at least one week before meetings.</li> <li>• Prepare (with the support of the Membership Secretary) and distribute the minutes to all County Committee members) and publicise meetings according to the County constitution.</li> <li>• Maintain records of meetings and correspondence in an effective manner.</li> <li>• If unable to attend any meeting, arrange for received correspondence to be sent to the meeting.</li> <li>• Give due notice in writing to clubs about the AGM.</li> <li>• Assist the Chair to prepare an annual report for the AGM.</li> <li>• Deal with any enquiries and necessary correspondence in consultation with the Chair/Committee as appropriate.</li> <li>• Maintain and update a contact list for clubs and schools.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good all-round administrative and communication skills.</li> <li>• Computer literate with access to a computer. Access to e-mail is essential.</li> <li>• Well organised and able to meet deadlines where necessary.</li> <li>• Member of both England and Nottinghamshire Netball.</li> </ul>



<b>Role Title:</b>	Treasurer
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To manage and monitor County finances in accordance with the decisions of the committee and to raise queries about requested expenditure where appropriate.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings and report on the County's financial position ( approximately 8 meetings per year, plus AGM)</li> <li>• Attend meetings of the Governance &amp; Finance TSG ( 3-4 per year)</li> <li>• If unable to attend Committee meetings ensure a written report is sent</li> <li>• Agree an annual budget with TSG leads and County Committee</li> <li>• Prepare an annual report and balance sheet for the AGM</li> <li>• Communicate effectively with all Committee members about income and expenditure</li> <li>• Recommend action on financial matters to the Committee</li> <li>• To make payments as requested</li> <li>• To pay County / Volunteer / committee expenses as detailed in the County constitution</li> <li>• To bank all monies collected</li> <li>• To record and monitor all transactions and keep accurate records of County income and expenditure.</li> <li>• To reconcile all such records with bank statements on a regular basis</li> <li>• To undergo audits when requested</li> <li>• Liaise with the County Associations bankers and auditors</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• DBS check or equivalent required</li> <li>• IT Skills</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>Competition Technical Support Group (TSG) Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To maintain and increase the standard of competition at all levels within the County
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attending and producing reports for County Committee meetings (Approx 8 per year plus AGM)</li> <li>• Arranging and chairing meetings of County Competition TSG as required (approx. 3 or 4 per year).</li> <li>• Liaising with other committee members on competition related issues</li> <li>• Overseeing the organization and running by TSG members of the Winter, Summer, Sunday, and Junior Leagues and other county managed competitions in line with England Netball policies. This would include events organized on behalf of the East Midlands Region (usually 2 or 3 per year) as well as qualifying events for National competitions</li> <li>• TSG lead should attend regional TSG meetings along with someone from the TSG or County Committee who holds the relevant experience in regional competition planning and delivery.</li> <li>• Compiling, maintaining and reviewing the League Rules and Regulations in discussion with the league organisers</li> <li>• Ensuring all Club managers, coaches and players are kept up to date with changes in the Rules &amp; Regulations.</li> <li>• Ensuring all relevant league correspondence and information is passed onto clubs</li> <li>• Maintaining Competition elements of the County Plan and the relevant Role Descriptions for TSG members</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good organisation skills</li> <li>• Good communication skills</li> <li>• Knowledge of Rules and Regulations for County, Regional and National Competitions</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>County Officiating TSG Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To maintain and increase the standard of officials by ensuring that all levels of officials attend sufficient and relevant courses and training.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM)</li> <li>• Chair meetings of the Notts Officiating TSG (approx. 4 per year plus annual umpire forum planning and delivery)</li> <li>• Represent Notts at Regional Officiating TSG meetings (approx. 4 per year)</li> <li>• Circulate all committee members with minutes of Officiating TSG meetings and provide verbal updates to NCNA meetings as required</li> <li>• Monitor applications regularly from Notts members for officiating courses through ENgage</li> <li>• Offer mentor support wherever possible to all Into Officiating, C and B award course attendees from Notts</li> <li>• Maintain an up-to-date list of qualified officials</li> <li>• Arrange officials for tournaments as appropriate</li> <li>• Be the first point of contact for enquiries relating to officiating matters</li> <li>• Ensure all officials, coaches and players are kept up to date with changes in rules and regulations</li> <li>• Ensure that all relevant correspondence and information is passed onto officials</li> <li>• Liaise with the Regional Officiating TSG regarding developing new and existing Officiating Tutors, Assessors and Technical Officials.</li> <li>• Liaise with the Resolutions Lead regarding safeguarding and welfare information</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good communication skills</li> <li>• A knowledge of Officiating</li> </ul> <p>Member of both England and Nottinghamshire Netball</p>



<b>Role Title:</b>	<b>Performance TSG Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To lead the Performance TSG to ensure the effective delivery of the U15 and U13 County Netball Player Development Programmes on behalf of the County Association
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To recruit and appoint Performance TSG members each with a specific role in the group.</li> <li>• To hold 3 - 4 TSG meetings per year.</li> <li>• To manage the County U15 Head Coach, the Administrator, and oversee the work of the U15 and U13 Lead Coach and assistant coaches</li> <li>• To attend meetings of the County Committee (approx. 8 per year) and report back on the key performance developments</li> <li>• Attend Regional Performance meetings</li> <li>• Chair meetings of the Performance TSG and approve the meeting minutes</li> <li>• Ensure that members of the TSG understand and are capable of the requirements of their respective roles</li> <li>• Ensure that working officials update their DBS, First Aid and Safeguarding qualifications</li> <li>• Ensure that with the TSG members that: <ul style="list-style-type: none"> <li>- Young athletes in Notts are identified and have access to an effective performance pathway programme and fully support throughout the relevant processes:</li> <li>- County U15 and U13 coaches and Intermediate coaches have appropriate development opportunities and are supported in their delivery;</li> <li>- The County is supporting England Netball's Talent Identification programme through the education locally of teachers, coaches and scouts;</li> <li>- Parents understand the requirements of the performance pathway programme by having access to parent workshops;</li> <li>- Regular progressive reviews of the Notts U15 and U13 County Netball Player Development are carried out including monitoring and evaluation of the quality of delivery; and athlete progression outcomes;</li> <li>- Development opportunities are identified and progressed</li> </ul> </li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills.</li> <li>• Good communications skills both oral and written</li> <li>• Strong interpersonal and management skills</li> <li>• The ability to make decisions</li> <li>• Knowledge of England Netball Performance Pathways</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>Coaching TSG Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To maintain and increase the standard of coaches by ensuring that the relevant coaching courses and mentoring are available to all coaches who are current members of England Netball.
<b>Duties:</b>	The duties of the Coaching TSG Lead are currently under review – October 2023. If you are interested in applying for this role please contact the current post holder, Connie Xavier, who will explain the role of the TSG Lead
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Good communication skills</li><li>• A knowledge of Coaching</li><li>• Member of both England and Nottinghamshire Netball</li></ul>





<b>Role Title:</b>	<b>Membership Secretary</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To administer the membership process within the County
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Be the first person to help clubs with issues relating to the Engage membership system</li> <li>• Liaise with England Netball regarding membership</li> <li>• Liaise with Schools TSG regarding schools' membership</li> <li>• Communicate financial information regarding membership to the County Treasurer</li> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM)</li> <li>• If unable to attend Committee meetings ensure that a written report is sent</li> <li>• Deal with any membership enquiries and necessary correspondence</li> <li>• Ensure that the County is a member of England Netball</li> <li>• Support the Secretary by acting as Committee meeting Minuting Secretary when required.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good all-round communication skills</li> <li>• Computer literate with access to a computer. Access to e-mail is essential</li> <li>• Well organised</li> <li>• Administrative skills</li> <li>• Member of England Netball</li> </ul>



<b>Role Title:</b>	<b>Website &amp; Social Media Secretary</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To promote and publicise netball activity and achievements across the County
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Promote activities, successes, and achievements within the county to clubs and schools via email and social media.</li> <li>• Circulate any relevant information received from England Netball to members of the committee, clubs and schools where necessary.</li> <li>• Raise the profile of Notts Netball as well as netball in general in the local community.</li> <li>• Maintain the County Association website and liaise with the committee to obtain information for the website.</li> <li>• Manage any queries received via the website or <a href="mailto:info@ncna.co.uk">info@ncna.co.uk</a> email address.</li> <li>• Update County Association social media.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Well organised and able to meet deadlines where necessary.</li> <li>• Able to produce interesting and engaging press releases etc.</li> <li>• Access to a computer and internet.</li> <li>• Any previous experience of marketing and website management would be useful but not essential.</li> <li>• Member of both England and Nottinghamshire Netball.</li> </ul>



<b>Role Title:</b>	<b>County Resolutions Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To implement England Netball's Disciplinary Regulations at County level.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM)</li> <li>• Give advice to the County Committee and league clubs with England Netball membership about the EN Codes of Conduct and the implementation of the EN Disciplinary Regulations</li> <li>• Be the first point of contact at County level for complaints relating to disciplinary matters as set out in the EN Disciplinary Regulations.</li> <li>• Identify disciplinary matters relating to the protection of children, young people and vulnerable adults and refer to EN for further action.</li> <li>• Maintain accurate records of all actions taken in respect of individual disciplinary matters and retain these in line with the required periods set out in the EN Disciplinary Regulations.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Member of both England and Nottinghamshire Netball</li> <li>• Good organisational and time management skills</li> <li>• Good communication skills</li> <li>• A knowledge of the England Netball Disciplinary Procedures</li> </ul>



<b>Role Title:</b>	<b>Governance and Finance TSG Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To lead the Governance and Finance TSG which manages/oversees governance, finance and safeguarding activity on behalf of NCNA
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Lead the Governance and Finance TSG whose members include the County Secretary, County Safeguarding Officer; County EDI Officer; the Resolutions Lead; and the Treasurer, in line with NCNA, Regional and EN Regulations and Guidelines. Convene and chair meetings annually as required, in line with business needs.</li> <li>• Attend NCNA Committee meetings (approximately 8 meetings per year, plus AGM). If unable to attend NCNA Committee meetings ensure that a written report is sent;</li> <li>• To attend Regional Governance and Finance meetings as scheduled.</li> <li>• Oversee the development, review and maintenance of all NCNA governance and policy documentation in line with County, Regional and England Netball requirements;</li> <li>• Lead on the development of the county plan and support its delivery in the County;</li> <li>• Communicate effectively with other Committee members and the wider NCNA membership;</li> <li>• Liaise with all NCNA TSGs annually about the production or review of role descriptions for all TSG members;</li> <li>• Ensure that all NCNA and TSG members have signed a NCNA Code of Conduct policy document;</li> <li>• Complete the annual EN governance Health Check on behalf of NCNA.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Have a sound understanding of England Netball, Regional and NCNA governance arrangements or be willing to learn about these quickly under the guidance of the County Chair/Vice Chairs and other Governance and Finance TSG members;</li> <li>• Effective leadership and organisational skills</li> <li>• Good communication skills – written and oral</li> <li>• Member of both England and Nottinghamshire Netball</li> </ul>



<b>Role Title:</b>	<b>Schools' Technical Support Group Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	This role description is currently under review - October 2023. If you are interested in this role please contact the current post holder, Kathryn Gubas, for further information.
<b>Duties:</b>	
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"><li>• Member of both England and Nottinghamshire Netball</li><li>• Good organisational and time management skills</li><li>• Good communication skills</li></ul>



<b>Role Title:</b>	<b>County Safeguarding Officer</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To be the first point of contact at County level for safeguarding and welfare queries, liaising with England Netball as appropriate.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Attend County Committee meetings (approximately 8 per year, plus AGM) and provide reports.</li> <li>• Attend Governance and Finance TSG ( 4 times per year or as required).</li> <li>• Act as a county level contact for anyone who has queries or concerns relating to the safeguarding and welfare of children /young people and adults at risk.</li> <li>• To make referrals, where appropriate, to England Netball's Safeguarding Officer and seek their advice and assessment on any referrals.</li> <li>• Advise on the application of England Netball's safeguarding policies.</li> <li>• Provide information about appropriate training for coaches and volunteers according to England Netball requirements.</li> <li>• Keep appropriate confidential records.</li> <li>• Provide information and advice to affiliated clubs and schools via the Schools Technical Support Group, (TSG) on England Netball's safeguarding policies and procedures, including DBS checks and relevant training courses.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good communication skills and the ability to work confidently with volunteers.</li> <li>• Ability to handle sensitive and confidential information in line with England Netball's requirements.</li> <li>• Organised and able to create and maintain records appropriately.</li> <li>• Have an up to date Enhanced DBS clearance check through England Netball.</li> <li>• Have completed, or be willing to complete, on appointment, the England Netball online Safeguarding introductory course and attend refresher training.</li> <li>• Have attended a Sports Coach UK Safeguarding and Protecting Children Workshop or equivalent direct delivery course within six months of taking on the role and attend refresher training.</li> <li>• Have attended a Time to Listen Workshop within one year of taking on the role and attend refresher training.</li> <li>• Awareness of the local statutory child safeguarding arrangements and safeguarding adults arrangements and understanding of the EN Safeguarding in Netball policies and procedures and a basic knowledge of core legislation around safeguarding.</li> </ul>



<b>Role Title:</b>	<b>County Equality, Diversity and Inclusion Lead</b>
<b>Responsible to:</b>	County Committee
<b>Main Purpose of the Role:</b>	To lead on the promotion and communication of England Netball's EDI strategies and policies within the county
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To be aware of England Netball's EDI strategies and policies and to actively promote and communicate these within the county</li> <li>• To provide support and guidance on promoting EDI to the county committee and to county clubs;</li> <li>• To help the county committee to value and embed EDI in its policies and strategic plans;</li> <li>• To help facilitate the growth of a diverse membership base;</li> <li>• To be the first point of contact for all EDI related queries at county level;</li> <li>• To work with the Resolution Lead to manage and resolve complaints of reported discrimination or unfair treatment as described under the Equality Act 2010; in relation to the 9 protected characteristics</li> <li>• To be a member of and attend meetings of the NCNA Committee and the Governance and Finance Technical Support Group.</li> </ul>
<b>Essential Qualifications/ Skills/Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both written and oral</li> <li>• An awareness of England Netball's EDI strategies and policies and the ability to deal with sensitive and confidential information.</li> <li>• The ability to network effectively;</li> <li>• The ability to work closely with the County Safeguarding Officer in order to understand how the EDI and Safeguarding policies may overlap;</li> <li>• Organized, motivated, and persuasive;</li> <li>• IT and social medial knowledge/skills;</li> <li>• An England Netball and Nottinghamshire Netball Member.</li> </ul>