

Netball Northern Ireland National Team Administrator Specification

Attribute	Essential	Desirable
Educational And Professional Qualifications	Maths and English GSCE at Grade C or above. ICT literacy Safeguarding Children & Young People certificate	A vocational or academic qualification in Administration
Previous Experience	1 year's experience in an organisational or administration role. Experience in recording, and handling information.	2 years experience in an organisational or administration role, within a sports setting. Experience of a Netball Europe competition in either a management of playing capacity
Knowledge	An awareness of current good practice in relation to Child Protection. Knowledge of Health and Safety guidelines and procedures. An Understanding and commitment to the Equity within Sport.	Experience of working in partnership with relevant sporting bodies. Demonstrates knowledge of NNI's corporate policies and procedures that are publicly accessible.
Skills	Excellent interpersonal and communication skills. Ability to manage a variety of tasks simultaneously, and work independently. Ability to work unsupervised and as part of a team.	
Other Factors	Access to a form of transport that meets the needs of the post in full.	