

Job Details	EUROPE NETBALL (EN)
Job Title:	Europe Netball Volunteer Manager
Function:	To manage volunteers in preparation for Europe Netball Events
Job Reports To:	Chair of Events
Location:	Based at home, and travel to Cardiff (Wales)
Responsible For:	The management, communication and supporting the Volunteers recruited for the Open Event in May 2025

Background

Netball is a rapidly developing international sport. The work of Europe Netball in supporting Member Countries to develop the sport nationally is undertaken exclusively by volunteers.

Europe Netball is one of five regions within World Netball, and it is the lead WN agency for the Europe region. There are thirteen full members: England, Emirates, France, Gibraltar, Isle of Man, Israel, Malta, Northern Ireland, Republic of Ireland, Scotland, Switzerland, Wales and UAE.

Any country within Europe is encouraged to play and develop netball. Those who join as Full members or Associate members gain access to a wider range of support services.

Within the Europe Netball voluntary organisation, there is an Events Group, and its purpose is to create an integrated and holistic approach to the development of netball in the region, with a key focus on competition between the Europe Netball countries. The key function of the Events Group is to deliver events that meet the needs of the Member Countries, in collaboration with Host Countries and within the budget set by the Europe Netball Management Board.

- The Events Group would like to co-opt a person to manage volunteers who will be assisting in the delivery of the Open Event 2025.
- The Chair of Events Group will lead and manage the Events Group.
- The Chair of Events Group and identified personnel will undertake the recruitment process and identify all the volunteers for the Open Event 2025.
- The appointed Volunteer Manager will then manage those volunteers who are recruited for the Open Event 2025.

Europe Netball are seeking one candidate for the voluntary position of Volunteer Manager for the Open Event in May 2025 (7 – 11 May 2025 inclusive)

The role would be for the fixed-term period – 30 September 2024 – 30 May 2025.

Job Responsibilities

- To work collaboratively with the Events Group to assist in the delivery of the Open Event in May 2025.
- To attend the Open Event in the role of Volunteer Manager.
- Maintain and keep updated the Competition Project Worksheet.

- To communicate and deploy all volunteers who are recruited to deliver at the Open Event in line with policies, procedures and processes as set out by the Events Group.
- To lead in the training, where necessary, of those volunteers who are recruited for the Open Event.
- Collaborate with the Logistics Lead (both verbally and electronically) on the requirements of each volunteer with regards to meals, travel and accommodation.
- Collaborate with those responsible for kit (both verbally and electronically) on the requirements of each volunteer.

Key Accountabilities

1. Deliver the competition in collaboration with the Events Group.
2. Manage and prepare the volunteers to deliver their roles at the event, these roles are:
 - Stewards
 - Technical Officials and Technical Officials Manager
 - Field of Play Assistants
 - Merchandise Assistants
3. Support Back of House Lead to manage the Back of House Assistants prior to the event, these Assistants are:
 - Ice Leads
 - Team Liaison Officers
 - Umpire Liaison Lead
4. Communication with volunteers to ensure they are aware of kit, logistics, meals, accommodations and wider roles and responsibilities.
5. Communication with Event Leads to ensure all areas in point 4 above are in place. These are Logistics Lead, Competition Manager, Back of House Manager and Chair of Events Group.
6. Represent Europe Netball in a professional manner.
7. Implement the competition in line with the Europe Netball policies, processes and procedures.
8. Maintain appropriate records in relation to the recruited volunteers.
9. Be available to attend the Open Event in May 2025 in Cardiff and be able to attend the meeting in Cardiff on the evening of 6 May 2025.

Skills, Experience & Qualifications

Essential

- A creative and empathetic approach.
- Previous experience in contributing to the delivery of events and understanding roles in delivering events.
- Ability to manage other people in a volunteer capacity.
- Proactive, with demonstrable levels of drive, tenacity and mental energy,
- Competent and proven relationship management.
- Effective communication skills embracing tact and diplomacy.
- Fluent in communicating (speaking and writing) in the English language.
- Willingness to volunteer.

Desirable

- Experience of working with other cultures.
- A working knowledge of the objectives, plans and strategies for the development of netball as an international sport.

*This is a voluntary role with out-of-pocket expenses reimbursed.

Title	Europe Netball Volunteer Manager
Organisation	Europe Netball
Contract Type	Voluntary – Fixed Term
Location	Home and Cardiff (Wales)
Commitment	Attend the Open Event in May 2025 in Cardiff. Attend a meeting on the evening of 6 May 2025. Average of 2 hours per week (varied throughout the year) with an anticipated increase to around 4 hours per week as the May 2025 event approaches. Attend conference calls per year with key members of the Events Group.
Starting Date	30 September 2024
How to Apply	Please complete the application form by Google Forms using the following link: https://forms.gle/SBeUUPnch9dJXaf58
Closing Date	8 September 2024
Interview Date	By phone or Zoom, week beginning 16 September 2024 by mutual arrangement.

Please contact Maggie Jackson (margaretjeuropenetball@gmail.com) for any further details or discussion regarding the role.