

Role Summary & Terms

Job Title: Operations

Summary: Operations is responsible for the organisation and execution of all Swiss Netball National Leagues, Tournaments and Matchplays.

Key Tasks:

- Produce and own the Netball Season calendar
- Manage the Operations budget
- Coordinate and chair the five Operations sub-committees (Junior Clubs Tournament, Peppermill, Swiss Leagues, National Schools Competition and Matchplays)
 - Ensure the Operations Sub-Committees functions within TOR
- Coordinate all National Competitions/Tournaments/Matchplays and ensure:
 - Appropriate venues are booked, and a risk assessment is taken before the event
 - Rules and Regulations are updated as appropriate and available before the event
 - Registration forms are created and available to members
 - Payment of relevant entry fees for entrants is coordinated (with Finance)
 - Schedules and draws are created and available to entrants as stipulated in relevant Rules and Regulations of each event
 - Liaise and respond to entrants' queries, ensuring all entrants are compliant with the relevant Rules and Regulations (with General Secretary)
 - First Aid support are present
 - Tournament Referees are appointed and present where required
 - Adequate match and technical officials are present (with Officiating)
 - Event Reports, including lessons learned, are written and shared per event
 - Records are maintained of all official documents from the event (including risk assessment, fixtures, scoresheets and Event Reports)
 - Ensure Committee Representatives attend as required
- Organise additional events throughout the year to encourage more Netball playing opportunities
- Identify and develop the necessary processes to achieve the strategic objectives and enable a coordinated implementation
- Verify strategic objectives are progressing as planned and direct additional actions to be taken when problems or risks are identified
- Report key progress indicators to the Committee on a regular basis

Qualifications/ Skills:

- Prior experience of working in a non-profit organisation is a plus
- Knowledge of Netball either as a player, coach or umpire
- Exceptional administration and organisation skills



- Excellent people skills with experience collaborating in a diverse and dynamic team
- Ability to plan, prepare and implement a well-structured and progressive annual programme
- Ability to apply reflective practice to seek continuous improvement
- Prior experience of working in a non-profit organisation is a plus

Time Commitment:

Virtual attendance at monthly committee and operational meetings per year and the AGA. In addition, (in person) attendance at such other Swiss Netball events as may be required to represent the Committee and Swiss Netball.

Approximate time required per week: Minimum 6-8 hours.

The position is for a 2-year period.

Key Relationships:

President

Finance Director

General Secretary

Marketing & Communications

Membership Liaison

Growth

Swiss Netball Members

Sub-Committee Leads