

England Korfball Association: Job Description and Personal Specification

Job Title	National Development Administrator
Organisation	England Korfball Association
Salary	£17,750 pro rata
Location	The role is hosted by Sport Structures Ltd, Birmingham (flexible and home working available)
Type of Contract	10. 5hrs a week Permanent, subject to a 6-month probation period. Flexible working alternatives will be considered, i.e Term time
Additional Information	Please email covering letter & CV to office@englandkorfball.co.uk Closing Date Wednesday 16 th October Interview Date Tuesday 22 nd October

Purpose

The England Korfball Association is a self-funded small National Governing Body of Sport. It governs and develops the sport of Korfball in England. This post has been created to support the England Korfball Association Board to fulfil their strategic ambitions and in doing so significantly grow participation and membership.

The successful applicant is required to have excellent computer skills and interpersonal skills. The ability to multi-task and deal with conflicting priorities is essential. We are looking for an individual that can work as part of a team but who also can use their initiative and be pro-active. The successful applicant must have good attention to detail.

Key Tasks and Responsibilities

- To support the governance structure for Korfball (Board, sub committees and local area associations) through supporting the recruitment, development and retention of volunteers.
- Act as a point of contact for the NGB and in doing so provide excellent customer service for clubs, coaches, volunteers, existing members and the public. Provide general advice, support and signposting to clubs, coaches, volunteers and members.
- To support the National Panel with the administration of the England Korfball Inspired (club development and accreditation programme) to enable all affiliated clubs to grow, develop and be sustainable for the long term.
- Website content updates and general maintenance
- To actively promote the sport of Korfball through social media, the website and raise the profile through partnerships such as CSPs, and Universities.

- Provide administrative support to all areas of England Korfball, including Workforce audits and DBS Checks.
- To keep EKA policies and procedures up to date, communicated and implemented.
- Act as an ambassador for England Korfball and adhere to all policies.
- Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holders salary, grade, abilities and aptitude.

Role Impact and Outcomes

This role will directly impact upon:

- Membership numbers
- Net Promoter Score (how likely someone is to recommend the EKA)
- Number of clubs
- Number of volunteers
- Resources available for growing Korfball

Authority and Decision Making

- The post holder will report to the England Korfball National Development Officer
- The post holder will be managed, mentored, and housed by Sport Structures Ltd on behalf of the England Korfball Association.
- The post holder will be employed by the England Korfball Association
- The post holder is responsible for the supporting the operational delivery of the strategy.

Person Specification

Desirable (D)

Essential (E)

Education and Knowledge	Knowledgeable of the sporting landscape and how to develop sport (D) To be educated to GCSE Standard at grade C or above or equivalent (E) Significant experience in Office Administration (E) Hold a track record of high attendance & punctuality (E) Highly computer Literate: confident and proficient with Word, Excel, Powerpoint, Outlook, internet and data entry (E) A good working knowledge of administrative processes, systems and databases (E)
Experience	1+ years' experience in the sports development industry (voluntary or paid) (D) Experience of working with and supporting grass roots clubs or the voluntary sector (D) Experience of working in a front facing role within a membership organisation (D)

Qualities	<p>Hard working and willing to take on whatever challenges arise (E)</p> <p>Positive mind-set and a problem solver (E,)</p> <p>Deals calmly with stress and stays poised and positive, even in trying moments (E)</p> <p>Respects and relates well to people of diverse backgrounds (E)</p> <p>Convinces others by appealing to their self-interest (E)</p> <p>Honest and reliable (E)</p> <p>Aware of own strengths and weaknesses (E,)</p> <p>Ability to work under pressure and target driven (E)</p> <p>Ability to be flexible and adaptable (E)</p> <p>Team player and able to work independently (E)</p>
Ethics	<p>Committed to equal opportunities policies and practices (E)</p> <p>Passionate about community participation (E)</p>

Role Description Amended
 Sept 2019