



ACADEMY ADMINISTRATOR VACANCY U13 SQUADS

To assist in the administration of the Cambs County Netball Academy and provide support to the Performance Working Group.

A vacancy has arisen for this coming season, September 2021/22 for an experienced administrator to provide support to the Academy coaches and Performance Lead.

If you are an experienced administrator who is already involved in the netball community then you may be interested in this role.

Resources and skills required

Use of a computer; knowledge of Excel, Word and email systems. Methodical approach to workload, attention to detail, appreciation of deadlines and ability to liaise closely with other members of the Working Group. Accountable to the Academy Performance Lead.

This is a voluntary position and therefore there is no remuneration.

Responsibilities

- Sending and replying to emails and use of Excel spreadsheets and Google Forms/Sheets.
- Maintenance of coaches' details and monitoring of DBS and first aid qualifications.
- Collation of athletes' availability for tournaments and match plays. Creation of athletes' registers.
- Reconciliation of athletes' fees for each season and sending of emails as required for payment reminders. Liaise with County Treasurer to reconcile payments
- Updating Performance Lead when necessary of progress of athletes' payments.
- Understanding and compliance of GDPR.
- Post screening selection- produce spreadsheet with athletes' personal information, emergency contact information etc. Distribute Starter Pack information including calendar information.
- Book venues for U13 South and U13 North training dates by liaising with indoor county venues. Liaise with U13 coaches for availability and obtain approval for booking forms from Performance Lead.
- Disseminate information to athletes' parents throughout the season regarding match play and tournaments.
- Able to check the Academy email account at regular intervals.
- Liaise with County Website Manager to update the Performance link on the County website regarding news items and information to athletes.

Desirables

Attendance at quarterly Academy Team meetings via Zoom platform.

If you are interested in getting involved with the Performance Pathway in Cambs and feel that you have the skills to perform this role, please contact me with your expression of interest.

Deadline: MONDAY 26 APRIL 2021

Juliet Francis, Cambs Performance Lead. Email mrs.iffy@tiscali.co.uk

JF/18/4/2021