

## Job Description

### Birmingham County Umpiring Administration Secretary- Voluntary role

1. Attend TSG Meetings at Walsall approx 4-5 times per year.
2. Arrange games and umpires to be pre assessed (Into and C award)
3. Arrange games and umpires to be assessed (Into and C Award)
4. Attend County meetings approx. 4-6 per year
5. Keep a record of bleep fitness test.
6. Register new C umpires with West Midlands. (Zena)
7. Keep league updated with all umpires.
8. Arrange Courses Into & C Awards. (Paperwork, Venues & players)
9. Collect monies for courses & written exam and send to Karen – Treasurer
10. Pay venues for courses.
11. Keep updated records of all umpires that are in the system
12. Liaise with other tutors and assessors if needed for the purposes of courses/ assessments

## Person specification:

### **Personal Requirements**

- **Enthusiastic, self-motivated, flexible and proactive approach to workload**
- **Ability to work flexible hours, including evenings, weekends and holidays**
- **Enthusiastic, pragmatic, can-do attitude and approach**
- **Empathetic**
- **Willing and helpful personality**
- **Excellent interpersonal, oral and written communication skills with people at all levels**
- **Highly organised and able to manage multiple tasks and meet deadlines.**

### **Essential requirements**

- **Have experience with or currently work within Administration or regularly complete administrative tasks.**

### **Desirable**

- **Keyboard skills, including use of Word, Excel and Outlook**
- **Hold an assessing qualification or be willing to undertake one imminently**
- **Hold a tutoring qualification or be willing to undertake one in the near future**
- **Hold an umpiring qualification of Beginner/ Into award or above**

Birmingham County Umpiring Administration Secretary- Volunteer role

Application form

Name.....

Contact Telephone .....

Contact email.....

1. Why are you applying for this role?

2. How do you feel you meet the criteria of the personal requirements and essential requirements?

3. What do you feel you can bring to the role?

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question.

Please submit your completed application form to [val.thomas@englandnetball.co.uk](mailto:val.thomas@englandnetball.co.uk) by Thursday 12<sup>th</sup> October 2017.