**Job Title:**

Europe Netball Officiating B/A Written Award Manager

**About Us**

Europe Netball, previously Netball Europe, is the governing body for netball across Europe, focusing on growing the sport from grassroots to elite levels. Our mission is to boost netball's participation and visibility, providing support in coaching, umpiring and governance in collaboration with our Member Countries. We are dedicated to enhancing netball's profile and fostering an inclusive community by organising tournaments and events for all age groups and skill levels. Our commitment to excellence and the professional development of netball ensures the sport is accessible and enjoyable for everyone, promoting a strong and inclusive netball community across the continent.

**What you’ll be doing**

* Managing the operational delivery of the Europe Netball B/A Written Assessment (February, June, and October in each year).
* Supporting the appointed B/A Written Assessment Co-ordinator in performing their allocated functions.

**The Role**

The Europe Netball Officiating B/A Written Award Manager role is a member of the Written Awards Group reporting to the Written Awards Lead. The role involves working with the Written Awards Lead and the B/A Written Assessment Co-ordinator.

**Responsibilities**

* Be responsible for the creation/collation of the Europe Netball B/A Written Assessment in February, June and October in each year.
* Manage the proofing/QA process.
* Manage the appointment of Markers and Moderators and advise the Europe Netball Finance Director and the B/A Written Assessment Co-ordinator of their appointment.
* (a) Maintain the question bank and sample papers for use by Member Countries for the B/A Written Assessment; and

(b) in conjunction with the Written Awards Lead, plan the update of the question bank and sample papers when new rules are issued by World Netball.

* Report results to the Written Awards Lead.
* Support the appointed B/A Written Assessment Co-ordinator in performing the following functions:-
  + Act as a first point of contact to Invigilators
  + Act as a first point of contact to Country Officiating/Learning and Development Leads
  + Provide guidance on dispensations in response to requests to learners with additional needs
  + Printing of the written assessment papers
  + Distribution of the written assessment papers to Invigilators
  + Processing and redelivering ‘taken’ written assessment papers to Markers
  + Distributing identified papers for moderation
  + Processing marks from Markers/Moderators
  + Collation of final results
  + Distribution of results to learners
  + Distribution of results to Countries
  + Collating information from Country Officiating Leads to create an end of sitting report for each assessment date, to be submitted to the B/A Written Award Manager
* Attend meetings of the Written Awards Group as required.

**What we need from you**

* Manage the creation/collation/preparation of the B/A Written Assessment in February, June and October in each year.
* Manage the appointment of Markers and Moderators.
* Maintain the question bank and sample papers and, in conjunction with the Written Awards Lead, plan their update when new rules are issued by World Netball.
* Report results to the Written Awards Lead.
* Support the appointed B/A Written Assessment Co-ordinator in performing their allocated functions.

**What skills and experiences you’ll bring to us**

* Excellent Netball Rules knowledge
* Communications skills, both written and verbal
* Organisational/administrative skills
* Interpersonal skills e.g. enjoying working with others
* Good understanding of technology

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