

JOB DESCRIPTION & PERSON SPECIFICATION



Officiating and Competitions Coordinator

Position:	Officiating and Competitions Coordinator- Full Time
Salary:	£24,000 – £30,000
Responsible to:	CEO
Location:	Head Office
Issue Date:	August 2019

Job Summary

To lead the operational work with key stakeholders to coordinate, organise and promote initiatives to deliver officiating and competitions programme as part of the EL Business Plan 2016-20.

Strategic Work

1. Implement and monitor the relevant areas of EL Business Plan 2016-20.
2. Implement and monitor the relevant areas of the Sport England Investment Submission 2017-21.
3. Implement, develop and monitor the identified areas of the EL Participation Plan 2017-21.
4. Implement, develop and monitor the identified areas of the EL Workforce Plan 2017-21.

Education and Learning

1. To lead on developing, organising, promoting, implementing, delivering and monitoring of EL officiating initiatives.
2. To be the lead EL officer supporting the Officiating Advisory Group and the code specific men's women's groups.
3. Support the delivery of the EL Education programme.

Events and Competitions

1. To work alongside the Events Lead and other staff Competition Coordinators in the delivery of the EL priority events.
2. Develop a robust recruitment plan to find new and retain events volunteers/workforce across all EL priority events.
3. Attend Events committee meetings and working groups to ensure the delivery of the EL Events Strategy.

Participation in Lacrosse

1. To lead on developing, organising, promoting, implementing, delivering and monitoring of EL initiatives to increase participation in identified areas through the University Lacrosse Officer programme (ULO).
2. To identify which areas, partners, funding and programmes to prioritise and work with.
3. To support implementing, developing and monitoring identified club development programme.
4. Assist in the development, coordination and implementation of identified EL Regional Business Plans.

Talent

1. Support the coordination of the deployment of officials to support the Talent and Performance Programme.
2. General understanding of the talent pathway to assist schools, clubs and universities.

Commercial and Marketing

1. Promote all EL programmes, courses and products.
2. Provide support and information to the communications team in delivering the EL message.

Inclusion

1. To work with senior staff members and identified stakeholders to develop inclusion policies, practice and insight into inclusion in lacrosse.

General

1. Carry out agreed specific projects as appropriate.
2. Represent England Lacrosse on internal and external working groups and committees as required and commensurate with overall duties and responsibilities of the role.

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Job descriptions are available in alternative formats and languages. The enhanced disclosure process (DBS) applies to this post. The position has flexible working hours as standard English Lacrosse practice. EL is committed to achieving a working environment which provides equality of opportunity and freedom from discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious or political beliefs, age, sexual orientation or offending background. All staff must adhere to EL policies and procedures (see EL Staff Handbook).

Experience of/in		Essential	Desirable
1.	Sports Development and/or Education.	✓	
2.	Providing high level development support to sport clubs, universities and/or schools.	✓	
3.	Developing, supporting and coordinating volunteers	✓	
4.	Working in/closely with sports clubs and/or university sports clubs as well as County Sport Partnerships	✓	
5.	Effectively developing and motivating a team of people.	✓	
6.	Effectively developing and coordinating partnerships	✓	
7.	Communicating with, and presenting to, a range of audiences.	✓	
8.	Playing, coaching or volunteering in Lacrosse		✓
9.	Data collection/management	✓	
10.	Producing high level management information for a range of audiences	✓	
11.	Obtaining grants or income from partnerships and management of financial related grant/contract information	✓	
Knowledge/Understanding of		Essential	Desirable
1.	School, community and university sport systems	✓	
2.	Recruiting, retaining and supporting volunteers	✓	
3.	Recruitment of young people and adults from participation activities to community hubs	✓	
4.	Developing sport clubs including universities	✓	
5.	Workforce education system and specifically officiating	✓	
6.	BUCS and England Lacrosse Competitive Playing Programmes		✓
7.	Safeguarding and protecting children in Sport	✓	
8.	Equity issues in sport	✓	
Skills and Abilities		Essential	Desirable
1.	Adaptability- Adjusts to changing environments whilst maintaining effectiveness	✓	
2.	Delegation- Able to make full and best use of subordinate, providing appropriate support		✓
3.	External awareness- Understands and keeps up-to-date on local, national, and international policies and trends that affect the organisation and shape stakeholders' views; is aware of the organisation's impact on the external environment.	✓	
4.	Flexibility- Modifies his or her approach to achieve a goal. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.	✓	
5.	Independence- Acts based on his/her convictions and not systematically the accepted wisdom	✓	
6.	Communication- Communicates effectively, listens sensitively, adapts communication to audience and fosters effective communication with others	✓	
7.	Influencing- Ability to convince others to own expressed point of view, gain agreement and acceptance of plans and activities	✓	

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| 8. | Leadership- Acts as a role model. Anticipates and plans for change. Communicates a vision to a team. | ✓ | |
| 9. | Resilience and tenacity- Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Stays with a problem/line of thinking until a solution is reached or no longer reasonably attainable | ✓ | |
| 10. | Teamwork- Contributes fully to the team effort and plays an integral part in the smooth running of teams without necessarily taking the lead | ✓ | |
| 11. | Conflict management- Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner. | | ✓ |
| 12. | Creativity and Innovation- Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes. | ✓ | |