



## ROLE DESCRIPTION – TECHNICAL DELEGATE

<b>Role title</b>	Technical Delegate.
<b>Department</b>	Competitions and Major Events.
<b>Reports to</b>	Event Manager.
<b>Availability</b>	One to two event(s) per season. Events vary in duration from three to five days, mostly over a weekend.
<b>Remuneration</b>	This is a voluntary role. Any reasonable out of pocket expenses will be met in accordance with Volleyball England’s Expenses Claim Policy.
<b>Training</b>	A comprehensive induction and orientation programme will be provided by VE both prior to the event (online) and during the set up (in person).

### BACKGROUND

Due to the increase in the number of events Volleyball England is staging, the organisation is adding to the team of Technical Delegates who help deliver National and International indoor and sitting volleyball events at the National Volleyball Centre in Kettering, as well as venues around England.

### THE ROLE

The Technical Delegate supports the Event Manager to ensure the smooth operation of the event by meeting all volleyball technical requirements. Their primary focus is on the Field of Play (FoP), while the Event Manager handles areas outside the FoP.

Technical Delegates not only have experience in the technical conduct of events but are also expected to be well informed in specific areas of increasing importance such as coordination with technology, event presentation and livestreaming.

The Technical Delegate aids the Event Manager by being onsite, offering expertise, anticipating critical issues and proposing solutions.

## KEY RESPONSIBILITIES

### Leadership and Management

- Exhibit strong leadership, interpersonal, and management skills.
- Foster a collaborative environment with the Event Manager and Event Organising Team.

### Collaboration

- Work effectively with the Event Manager and Event Organising Team to ensure smooth operations.

### Problem Solving

- Address and resolve issues efficiently and diplomatically.

### Regulatory Expertise

- Maintain up-to-date knowledge of the latest FIVB/WPV Rules of the Game and FIVB/CEV/WPV/PVE/Volleyball England competition rules and regulations.
- Working knowledge of protective measures designed to ensure the well-being, safety, and protection of individuals.

### Meeting Management

- Lead event meetings, ensuring compliance with established rules, regulations, policies, and procedures.

### Responsiveness

- Provide prompt responses to inquiries and submit comprehensive reports in a timely manner.

### Event Execution

- Ensure the competition is conducted in accordance with all relevant rules, regulations and standards.

### Technology Coordination

- Coordinate with technology teams to ensure seamless event presentation and livestreaming.
- Oversee the integration of technological solutions to enhance the event experience.

## TECHNICAL DELEGATE TRAINING

<b>Event Delivery</b>	Training will take place during the Five Nations Championship, with a blend of shadowing, classroom sessions, practical delivery tasks.  Date: 3rd to 5th January 2025. Time: 10am on Friday 3 <sup>rd</sup> January to close of play on Sunday 5 <sup>th</sup> January.
-----------------------	---

	<p>Venue: National Volleyball Centre, Kettering.</p> <p>The match schedule is:</p> <ul style="list-style-type: none"> <li>• Friday matches at 1pm, 4pm and 7pm.</li> <li>• Saturday matches at 10am, 1pm, 4pm and 7pm</li> <li>• Sunday matches at 10am, 1pm and 4pm.</li> </ul>
<b>Webinar</b>	<p>Date: Wednesday 11th December 2024.</p> <p>Time: 7.30pm to 9.30pm.</p> <p>Venue: Online using Microsoft Teams.</p>
<b>Preliminary Inquiries and Technical Meeting</b>	<p>The Technical Delegates who are in training will be invited to observe the Preliminary Inquiries and Technical Meeting. These are likely to take place online in advance of Friday 3rd January 2025. Dates and times to be confirmed.</p>
<b>Self-Directed Learning</b>	<p>To be completed prior to 11th December and 3rd January.</p>

## KEY REQUIREMENTS

### Experience

- Working in a management role at club / county / regional / national volleyball events.
- Leading and managing teams effectively.
- Ensuring compliance with FIVB/CEV and Volleyball England rules and regulations.
- Making effective decisions under pressure.

### Skills

- Ability to foster a collaborative environment.
- Ability to communicate effectively with diverse stakeholders.
- Ability to stay updated with the latest regulatory changes.
- Capability to address and resolve issues efficiently and diplomatically.
- Excellent organisational and time-management skills.
- Proficient in using event management software and technology.
- Strong interpersonal skills to manage relationships event staff and work effectively in a team environment.
- High attention to detail to ensure compliance with rules, regulations and standards.

## HOW TO APPLY

Complete the short online application form by [clicking here](#). CVs are not accepted for this role.

Closing date: Sunday 17th November at 11.59pm.  
Shortlisting: Monday 18th November.  
Interviews w/b: Tuesday 3rd or Wednesday 4th December between 6pm and 9pm.  
For an informal discussion about the role, please contact Rob Payne on 01509 974698.

## **AN EQUAL OPPORTUNITIES EMPLOYER**

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org).

Volleyball England is committed to best practice in the care of children and, as such, this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org).

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.