

**Volunteer Role Description – Softball Ulster Competitions Officer**

<b>Role title</b>	Softball Ulster Competitions Officer
<b>Duration of the role</b>	2 years fixed term.
<b>Purpose of the role</b>	Working closely with the Softball Ulster Council, the Media Officer takes the lead on developing and organising the Softball Ulster league and tournaments, representing Ulster on the Softball Ireland Competitions Committee, and liaising with the Media Officer to communicate league fixtures to the membership.
<b>What you will be doing</b>	<ul style="list-style-type: none"> <li>• Taking part in monthly Softball Ulster Council meetings, reporting on the status of the league and upcoming tournaments, and updating on the activities of the Softball Ireland Competitions Committee.</li> <li>• Leading the development of the Softball Ulster League, including the organisation of open days, introductory leagues, and corporate events.</li> <li>• Drafting the Softball Ulster League schedule and presenting this to the Softball Ulster Council in advance of the upcoming season.</li> <li>• Working closely with the Treasurer to manage the budget for all Softball Ulster tournaments, including the purchasing of new equipment to support these events.</li> <li>• Working closely with the Secretary and Media Officer to disseminate the league schedule to the membership, and to update the Softball Ulster website with game results and league table standings.</li> <li>• Working closely with the Chief Umpire to prepare a schedule of umpire cover for the Softball Ulster league and tournaments, and to ensure up-to-date bylaws and league rules.</li> <li>• Liaising with Softball Ireland, and other regional leagues, to ensure our calendar of events does not clash with any other competitions.</li> <li>• Supporting the Council in developing the sport of softball across the region of Ulster.</li> <li>•</li> </ul>
<b>Skills, experience, and qualities needed</b>	<ul style="list-style-type: none"> <li>• Good organising skills and the confidence to work well in a team and alone is desirable.</li> <li>• Familiarity with word processing, spreadsheet management and database management are highly desirable qualities.</li> <li>• An understanding of the need for confidentiality and GDPR would be advantageous.</li> <li>• Support can be given to further develop skills and promote valuable workplace experience.</li> </ul>
<b>When and where</b>	The role is home based with monthly committee meetings which will take place face-to-face or virtually. As the role is home based, candidates will need access to suitable devices to carry out the responsibilities of the role.
<b>Support offered</b>	The Competitions Officer will take the lead on developing the Ulster league and tournaments, but will be supported in the role by other

	committee members and training where available and relevant to the candidate's needs and role.
<b>What you could get out of it</b>	This is an excellent opportunity to utilise and further develop skills while supporting an important sporting and community resource that seeks to grow the development of softball across the Ulster region and enhance their professionalism. Your commitment and enthusiasm can contribute to the success of Softball Ulster and enable us to meet our objectives.
<b>Other relevant information</b>	This appointment will be on a voluntary basis and is subject to a nomination process and election at the AGM or will be co-opted onto the current Council by elected members if the position is to be filled at other times. Softball Ulster aims to reflect the diverse and inclusive softball community, and a desire to improve on these areas throughout your work is desirable.
<b>What to do if you're interested</b>	If you would like to be considered for the role of Softball Ulster Competitions Officer, please email <a href="mailto:secretary@softballulster.com">secretary@softballulster.com</a> . We will then contact you to discuss further. Your nomination will need to be seconded by another registered member of Softball Ulster and emailed to the Softball Ulster Secretary. If you would like more information and to discuss the role, please email at the same address.

**Roles may be flexible – please talk to us**