



Programmes Coordinator

12-month fixed-term contract

Job Title: Programmes Coordinator (Part-Time)

Organisation: London Mavericks Netball

Hours: 20 hours per week

Contract: 12-month fixed-term contract

Location: London / Hertfordshire, with travel as required

Salary: £13,867 per annum, pro-rated from a £26,000 full-time equivalent salary

Reports to: Head of Commercial Growth & Social Impact

Start Date: Immediate start preferred

Our Mission

Redefine success.

A pioneering, values-driven community, beloved locally, respected globally, and transforming the lives of women and girls through the power of netball.

Be a Maverick.

Our Values

Our three values aren't just words. They represent the attitudes, behaviours and skills we want every member of our team to demonstrate and feel proud of every day.

We embrace different personalities, experiences and working styles, while encouraging everyone at London Mavericks to be:

Accountable & Hardworking

Take ownership and deliver to the best of your ability, demonstrating commitment to the wider team, our business goals and our stakeholders.

Caring

We are a people-first organisation. We put ourselves in others' shoes, collaborate with respect and recognise that together we are stronger.

Curious

Be hungry to learn and open to change. Ask questions, remain humble, embrace feedback and be prepared to take bold and brave approaches through measured risk. We believe there should be no limits to what we can achieve.

About London Mavericks

London Mavericks is a trailblazing elite netball franchise committed to advancing the sport and empowering women and girls both on and off the court.

With a focus on **performance, participation and purpose**, we deliver high-quality netball experiences through our professional, pathway, participation and community programmes.

Role Summary

We are looking for a proactive, organised and driven **Programmes Coordinator** to join our team on a part-time basis.

The successful candidate will play an important role in coordinating and delivering London Mavericks' pathway, participation and commercial programmes, supporting everything from trials and athlete programmes to camps, masterclasses and partner activity.

This is a hands-on role requiring excellent organisation, communication and attention to detail, alongside the ability to work confidently with athletes, parents, coaches, schools, venues and external partners.

You will help ensure our programmes are professionally organised, provide an excellent participant experience and contribute to the continued growth of London Mavericks and women's sport.

Key Responsibilities

Programme Coordination & Delivery

- Coordinate and support the delivery of high-quality netball programmes, including athlete development programmes, camps, masterclasses, tournaments and other participation opportunities.
- Support the development and implementation of commercial programmes, including school partnerships, holiday camps, coaching workshops and other revenue-generating activity.
- Ensure programmes are delivered to a consistently high standard and provide a positive experience for athletes, parents, coaches and partners.

- Support programme scheduling, session planning and communication across multiple venues and locations.
- Ensure programme delivery is inclusive, age and stage appropriate and aligned with London Mavericks' athlete development philosophy.

Pathway & Athlete Support

- Work closely with pathway staff and coaches to support the identification, selection and progression of talented athletes.
- Coordinate trial administration, including registrations, athlete information, scheduling and communications.
- Support squad communications and ongoing athlete and parent engagement.
- Maintain accurate records relating to athlete attendance, programme participation and progression.
- Support the coordination of coach development and CPD opportunities.

Operations & Administration

- Coordinate venues, facility bookings, staffing, equipment and other logistical requirements for programme delivery.
- Liaise with schools, clubs, venues, coaches, parents and external partners.
- Provide high-quality customer service and respond to programme enquiries in a timely and professional manner.
- Maintain accurate programme records, including registrations, payments and participant information.
- Support safeguarding, risk assessment, health and safety and other operational requirements.
- Support the management of online programme, registration and communication platforms.
- Assist with programme finance administration, including monitoring registrations and payments where required.

Programme Promotion & Growth

- Support the promotion and marketing of programmes through London Mavericks' communication channels and partner networks.
- Help identify opportunities to increase programme participation and maximise programme capacity.

- Support relationships with schools, clubs and other organisations to grow the reach of London Mavericks programmes.
- Contribute ideas for new programmes, initiatives and commercial opportunities.

Monitoring & Evaluation

- Collect feedback from athletes, parents, coaches and partners.
- Support the monitoring of programme attendance, participation and performance.
- Help evaluate programme effectiveness and identify opportunities for improvement.
- Support reporting on programme delivery and impact to inform future planning.

Essential Requirements

- Strong organisational and administrative skills with excellent attention to detail.
- Confident communicator with the ability to build positive relationships with a wide range of stakeholders, including athletes, parents, coaches, schools, venues and partners.
- Ability to manage multiple programmes, deadlines and priorities.
- Proactive approach with the ability to work independently and as part of a wider team.
- Passion for netball, sport and supporting the growth of women's sport.
- Good IT skills and confidence working with online systems, spreadsheets and communication platforms.
- Full UK driving licence and access to a vehicle.
- Willingness and ability to travel to London Mavericks programme locations.
- Flexibility to work occasional evenings and weekends where required to support programme delivery.

Desirable

- UKCC Level 2 Netball Coaching Qualification, or currently working towards completion.
- Experience coordinating or delivering sports programmes for children and young people.

- Experience working within netball, a sports organisation, school, club or talent pathway environment.
- First Aid and Safeguarding qualifications.
- Experience using online platforms for programme bookings, registrations, payments and communications.
- Experience supporting events, trials, camps or tournaments.
- Experience working with schools, clubs or community partners.

How to Apply

To apply, please send your **CV and a short cover letter** outlining your suitability for the role to:

Charlie White

charliewhite@londonmavericks.co.uk

Applications close at **5:00pm on 30 August 2026**.

Interviews: Week commencing 3 September 2026.

We are ideally looking for someone who is **available to start immediately or as soon as possible following appointment**.

London Mavericks is an equal opportunities employer and actively encourages applications from diverse and underrepresented backgrounds.