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| Job Role:  | Team Manager (Volunteer) |
| Group:  | Women  |
| Location:  | Various. Home based.  |
| Job Purpose |
| Responsible for all training, in camp and in tournament logistical arrangements for the Scotland Rugby League Women’s Squad, working with the SRL Operations Director and Chair on an ongoing basis to ensure that appropriate plans are in place |
| Within Scotland Rugby LeagueHead Coach and Assistant CoachHead PhysioHead S&CSRL Operations DirectorSRL ChairpersonSRL Welfare ManagerSRL Media ManagerSquad members and potential members | Outside Scotland Rugby LeagueOpposition Team Managers |
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| Accountabilities |
| Agree with Head Coach who is responsible for whatLiaise with other women’s team staff to confirm meeting and training schedules. Organise all elements required to run successful sessions. Coordinate selection of squads with coaching team and confirm selection with all squad representatives. With the coaching team ensure that a code of conduct is in place. Manage all communications with players and staff and external parties. Work with the SRL Operations Director to ensure that all kit, medical and S&C supplies are ordered in time and to budget. Coordinate all elements of the squad being on tour/ in camp, including transport, accommodation, training facilities, dietary requirements, media, social events, flights (if required), check ins, visas (if required), insurance, passports, match day arrangements, kit, liaison with game officials, liaison with opposition management, financial management, discipline, coordination of team meetings.Ensures that Scotland adheres to all requirements during a tournament including on match daysPrepare an annual report. |

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| Knowledge, Skills and Experience |
| High level of leadershipExceptional organisational skillsTeam player Highly motivatedLeads by exampleSets and demands high standardsGets to know players and staffAn very good understanding of the logistical challenges involved with managing a sports team |
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| Identifies exactly what the problem isAble to handle all aspects of the job with care and understandingTakes on board information from all involvedAssesses the problem and tries to offer resolutionsIsn’t afraid to make decisionsIf unsure, is not afraid to seek adviceKeeps calm and dignified at all times |
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| Personal Characteristics |
| Professional at all timesDisplays high levels of honesty and integrityConfident in mannerAble to delegateApproachableFlexibleAble to communicateGood Work ethic Sound business skillsAccountable for their actionsPlayer, team and squad centred |
| Created by: Ollie Cruickshank, (Operations Director) | Date: 28.05.19 |
| Date of last revision: | 28.05.19 |