

## Team Manager

### Job Purpose

A Team Manager will be responsible for the organisation and administration of their allocated team from pre-tournament preparation through to post-tournament wrap up meeting, reporting into the Tour Manager and ultimately the High Performance Manager.

### Responsibilities

Include (but are not limited to) the following:

1. To communicate the arrangements of transport, accommodation and co-ordination of players to your team and coaches.
2. To ensure all FIT and Tournament administration is completed for your team as directed by the Tour Manager or High Performance Team.
3. During competition you will be responsible for the coordination of all team activity during the tournament and will be the point of contact for the Tour Manager and other support teams.
4. To be responsible for the safety of your team during tournaments.
5. To coordinate players' personal contribution payments and ensure these are all correct and paid on time.
6. To attend all Tour Management meetings if requested.

### Skills Required

To be considered for this role you would ideally:

- Be experienced at managing projects with tight deadline requirements
- Work well under pressure and be highly organised
- Demonstrate the ability to engage your audience

**CLOSING DATE: 30<sup>th</sup> September 2011**

If you are interested in applying for the role please send an email stating such and detailing any relevant experience to: [Vacancies@englandtouch.org.uk](mailto:Vacancies@englandtouch.org.uk)