

Tour Manager

Job Purpose

The post holder will be responsible for the organisation and administration of International Tournaments from pre- comp through to the closing ceremony and wrap up meeting, reporting into the High Performance Manager.

Responsibilities:

Include (but are not limited to) the following:

1. To lead in the arrangements of transport, accommodation and co-ordination of players, coaches and support staff at International tournaments.
2. To liaise with the ETA regarding costs/budgets for players participating in the event.
3. Liaise with event organiser to ensure all administrative and financial time lines are met, communicating these requirements to players and coaches via team managers.
4. Liaising with the ETA marketing team to ensure kit ordering and arrival meets with tournament deadlines, and organising any additional training clothing for the support staff and managers.
5. To be responsible for the safety of all participants during tournaments.
6. To liaise with the high performance manager regarding the selected players' personal contribution payments and ensure these are all correct and paid on time.
7. To attend relevant ETA and tour management meetings if requested.
8. To be aware of any developments occurring in the organisation of International tournaments liaising with the ETA and implementing changes as appropriate.
9. Work with the high performance manager to appoint team managers and brief in full on their responsibilities.
10. Any other duties appropriate to the role, as directed by the high performance manager.

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: 30th 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