

# Task Description



## **Title: National Squad – Team Operations Manager**

We are looking for enthusiastic individuals to join the High Performance Team, to assist teams heading to European Touch Championships in July 2022, Nottingham as well as teams heading to Junior European Touch Championships, Vichy in August 2022.

### **Role purpose:**

- Be responsible for the organisation and administration of their allocated team from pre-tournament preparation through to post-tournament wrap up meeting; and
- Work within a matrix management environment with the England High Performance team (specifically Head of Elite Operations), with a dotted line management to the Head Coach of their respective national team

### **Scope of job/key elements:**

- Support the Head Coach to ensure wellbeing (physical, emotional, psychological) of athletes in their care
- Where required be the communication between athletes and England Touch to support with the collection of information
- Be the lead on all team operational matters
- Work with England Touch to chase and track athletes' personal payments
- Be the primary point of contact for the team on operational and management aspects
- Support coaching staff to deliver their objectives (including team building exercises) off or on pitch
- Attend meetings and workshops
- Support the Head Coach in the establishment of a positive and supportive high-performance environment for their team
- Abide by and promote sound ethics and England Touch policy in undertaking such measures such as to ensure protection of athletes under the age of 18
- Develop and coordinate team schedule for tournament with the instruction of the Head Coach

### **Skills and Qualities:**

- Able to manage projects with tight, and at times, immovable deadlines
- Able to stay calm under pressure, and continue to work effectively and communicate clearly
- Ability to work with a range of stakeholders: National coaches; the High Performance and Technical Teams at England Touch; the Medical, Sports Science and S&C teams at England Touch; Apparel team
- Ability to engage and understand your audience and act with diplomacy (including ability to communicate messages from management in professional manner)
- Build strong relationships within the allocated squad and across the wider England Touch community. Uses these relationships to deliver for their allocated squad and for the whole high performance touring team (as this role will form part of overall tour management team)
- Understands the importance of clear communication, verbal and written, to individuals and wider audiences across a variety of mediums – and able to facilitate this to build, maintain and utilise good relationships. Communication might involve WhatsApp, Hive, competition management etc.
- Ability to deliver through others
- Excellent organisation skills and IT skills
- Ability to trouble shoot, adapt and problem solve on the run

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## Experience:

- Demonstrable team management experience, delivering within pressurised environments with multiple stakeholders;
- Previous elite sporting team management experience would be ideal. Touch (at international, or England Nationals or NTS level) is preferable, but other sports would be beneficial.

## Qualifications:

- Basic sports first-aid training qualification is highly advantageous;
- and DBS check will be required, if not already completed (can be provided by ETA)

**Reports to:** Head of Elite Operations and Logistics

**Team:** High Performance team.

**Locations:** Work from home; working away from home for both England training and tournament.

**Contract type:** Tour specific

**Salary and benefits:** Voluntary role; tournament accommodation provided free of charge plus fixed sum tournament travel allowance; kit allowance also provided. Part of the #OneEngland Rewards and Recognition scheme.

**To apply:** Email Pippa Bourke, Head of Elite Logistics, via [HPlogistics@englandtouch.org.uk](mailto:HPlogistics@englandtouch.org.uk)