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| Job Role:  | Team Manager (Volunteer) |
| Group:  | Club XIII |
| Location:  | Various. Home based.  |
| Job Purpose |
| Responsible for all logistical arrangements for Scotland Rugby League Club XIII including coordinating squad selection, organisation of trial and practice sessions and ensuring that all is in place on match days. |
| Within Scotland Rugby LeagueClub XIII Team Head Coach and Assistant CoachClub XIII Team Physio and S&CSRL Director OperationsSRL ChairpersonSRL Development Officer SRL Welfare ManagerSRL Communications OfficerSquad 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 Head Coach and Director Operations to arrange training sessions in Scotland. Organise all elements required to run successful sessions. Coordinate selection of representative squads with head coach and assistant coach and confirm selection and costs with all squad representatives. With the coaching team ensure that a code of conduct is in place. With the SRL Director Operations ensure that all kit is 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.Liaise with the A Team, Students and U19 Team Managers to ensure that the SRL pathway is working well Prepare an annual report. |

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| Knowledge, Skills and Experience |
| High level of leadershipTeam player Highly motivatedLeads by exampleSets and demands high standardsGets to know players and staffAn understanding of the logistical challenges involved with managing a youth 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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| The successful candidate should be based in Scotland to carry out this role as some travel to watch players within Scotland will be required. |
| 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, Director Operations | Date: 11.03.21 |
| Date of last revision: | 11.03.21 |