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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 League  Club XIII Team Head Coach and Assistant Coach  Club XIII Team Physio and S&C  SRL Director Operations  SRL Chairperson  SRL Development Officer  SRL Welfare Manager  SRL Communications Officer  Squad members and potential members | Outside Scotland Rugby League  Opposition Team Managers |
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| Accountabilities | |
| Agree with Head Coach who is responsible for what  Liaise 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 leadership  Team player  Highly motivated  Leads by example  Sets and demands high standards  Gets to know players and staff  An understanding of the logistical challenges involved with managing a youth sports team | |
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| Identifies exactly what the problem is  Able to handle all aspects of the job with care and understanding  Takes on board information from all involved  Assesses the problem and tries to offer resolutions  Isn’t afraid to make decisions  If unsure, is not afraid to seek advice  Keeps 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 times  Displays high levels of honesty and integrity  Confident in manner  Able to delegate  Approachable  Flexible  Able to communicate  Good Work ethic  Sound business skills  Accountable for their actions  Player, team and squad centred | |
| Created by: Ollie Cruickshank, Director Operations | Date: 11.03.21 |
| Date of last revision: | 11.03.21 |