**JOB DESCRIPTION**

**Job Title: Team Manager - England Senior Men’s Squad**

**Location: England and Worldwide**

**Responsible to: Men’s Head Coach / NTDM**

**Contractual Status: Volunteer**

**ROLE SUMMARY**

* To assist in the planning and leading of a world class operation plan for the Men’s National squad

**KEY TASKS AND RESPONSIBILITIES**

* Manage team logistics in conjunction with England Lacrosse National Talent Development Manager and to execute the logistical requirements during the programme
* Work with the NTDM and Head Coach at all stages of planning and execution
* Work with the NTDM and Finance Manager to agree and maintain operational budget
* To collect information for FIL and England Lacrosse
* To be the conjugate and represent requirements of the squad and England Lacrosse
* To attend meetings as and when required

*Job descriptions are available in alternative formats and languages. The Criminal*

*Records Bureau enhanced disclosure process applies to this post.*

*The England Lacrosse is committed to achieving a working environment which provides*

*equality of opportunity and freedom from discrimination on the grounds of race, colour,*

*nationality, ethnic origin, gender, marital status, disability, religious or political beliefs,*

*age, sexual orientation or offending background.*

*All staff and volunteers must adhere to the policies and procedures set out in England*

*Lacrosse’s Staff Handbook. Current versions of the Handbook are available from Human*

*Resources.*

**PERSON SPECIFICATION**

**Qualifications:**

* Outstanding organisational and communication skills
* Effective leader with a proven track record of successfully leading teams and or/groups

**Experience and Knowledge:**

* Experience of leading teams and effecting logistics plans
* Proven ability to work within a set budget and produce basic account details
* An understanding of key partners and adherence to commercial contracts
* Effective administrator who has experience producing planning documents and reports

**Skills and Abilities:**

* Committed to continuous personal and organisational improvement
* Willing to work irregular hours and travel extensively both within the UK and overseas with overnight stays and weekend work
* Ability to work as part of team and at times lead that team is desirable