**Wales Rugby League – Team Manager – Wales RL U16s National Team**

Location: Home Based

Voluntary Role with agreed expenses

As part of the Wales Rugby League strategic plan and working with Sport Wales ‘Vision for Sport’ an exciting opportunity has arisen at the WRL, the National Governing Body for Rugby League in Wales. We are seeking to appoint a Team Manager for our U16s National Team.

The positions may require international travel and all applicants must hold a full valid passport.

**Benefits**

In return for your efforts we offer agreed expenses and benefits which include:

* Free entry to all matches organised by Wales Rugby League
* Wales Rugby League training and leisure kit
* A chance to create a positive legacy as part of an exciting organisation.

Appointment will be made subject to a DBS check.

**Team Manager** **Principal Responsibilities**

* To plan, control and implement all activities set down by the Head Coach in relation to your team.
* Liaise with all key stake holders and other team managers.

**Primary Objectives**

* To ensure the team is organised, through clear communication.
* To ensure parents / guardians receive clear communication.
* Identify and pursue potential sponsorship opportunities.
* To ensure the team has pride in themselves, their team and their sponsors.

**Organise and Manage:**

* Dates, training venue, time along with coaching staff.
* Dates, venue, travel and times of matches along with coaching staff.
* Database of all staff and players.
* Arrange for training equipment, medical kit etc to be present at all training sessions and matches.
* Organise appropriate medical cover for training and matches if required.
* Communicate and organise travel arrangements with players, parents and staff.

**During Season**

* Attend trainings to provide information of upcoming events and assist when required by the Head Coach.
* Liaise with management and players prior to each match regarding travel arrangements, accommodation, transport, tickets, kit, etc.
* On away games, take the lead on communicating with liaison officers, travel agencies, hotels etc to communicate the teams’ requirements.
* Provide WRL Media team with all team sheets and other information.

**Match Day**

* Organise team sheets.
* Manage all operational team elements.
* Organise playing kit, ice, balls, pre-match drinks etc required by the team.
* Control access to team changing room.
* Account for all jerseys, socks, shorts and training equipment.
* Communicate results to the WRL media team.
* Communicate with and meet sponsors and guests.

**Post Match**

* Attend after match functions if required.
* The Team manager should be the last person to leave team hotel after all bills have been settled, this can also be done by Head Coach.

**End of Season**

* Ensure coach submits a comprehensive report to Head Coach and CEO.

**In order to be successful, you will need to have:**

* Excellent spoken and written English.
* It is desirable though not essential to speak Welsh.
* Ability to operate in a remote management environment with first class administration skills.
* Proven excellence in communication skills in a multi-cultural environment.
* Experience of establishing, building and maintaining effective relationships with a wide range of external groups, organisations and to identify potential sponsorship opportunities for the WRL.
* The ability to operate in a structured manner with maintenance of excellent record keeping.
* Knowledge of the international sporting landscape.
* A positive attitude to information technology in carrying out the responsibilities of the post with working knowledge of Microsoft Word, PowerPoint, Excel and Email.

**To Apply please send CV and covering letter to** [**paulberry.wrl@yahoo.com**](mailto:paulberry.wrl@yahoo.com) **by 5pm, Friday 7th October.**

If you are an applicant with disability who meets the essential requirements of the job, we will interview you. Wales Rugby League welcomes applications from all suitably qualified persons regardless of age, sex, race, disability, pregnancy, marital / civil partnership status, sexual orientation, gender reassignment or religious background.

**The WRL is committed to equality through diversity and inclusion.**