



Wales Wheelchair – National Pathways – Assistant Team Manager – Wales Wheelchair

Location: Home Based
Volunteer

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 the Wales. We are seeking to appoint a Wales Wheelchair international side assistant team manager. ***The holder of this post may eventually have the opportunity to take over as the team manager.***

The positions may require international travel and all applicants must hold a full valid passport. Appointment will be made subject to a DBS check.

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.

Assistant team manager principal responsibilities

- Plan, control and implement all activities set down by the team manager or national coach in relation to your national pathway.
- Liaise with all key stake holders and other team managers.

Primary Objectives – working with the team manager in the following

- To develop team discipline and team spirit to provide a good base for coaches to coach the team.
- To ensure the team is organised, through clear communication.
- To ensure the team has pride in themselves, their team and their sponsors.

Organise and manage, working with the team manager

- Dates, training venue, time.
- Dates, venue, travel and times of matches.
- A list of management and players with their phone numbers.
- Arrange for training equipment, practice gear and medical kit to be present at all training sessions and matches.
- Transport of wheelchairs and other equipment.
- Organise appropriate medical cover for training and matches.
- Communicate and organise travel arrangements.
- Along with the coach, set team standards. Team dress, behaviour and expectations.



During Season

- Attend trainings when instructed by the team manager, to provide information of upcoming events and assist when required by the national coach.
- Liaise with the team manager, other management and players prior to each match regarding: travel arrangements, accommodation, transport, after match presentations, playing gear, game time etc.
- On away games, if required, communicate with liaison officers, relative travel agencies and hotels to introduce yourself and make them aware of the various teams' requirements. (i.e. room lists and food requirements).
- Ensure medical assistants have the necessary medical supplies.
- Provide WRL Media team with all team sheets and other information.

Match Day – working with the team manager

- Organise team sheet.
- Manage all operational team elements.
- Field, changing room facilities, warm up areas.
- Organise playing kit, replacement and blood kit, ice, balls, spare wheels, tool kit, pre-match drinks etc.
- Dress changing room and Lay out gear so that it is accessible.
- Control access to team changing room.
- Organise after match fluid replacement and food for home games.
- Organise injury treatment with medical staff.
- Account for all jersey, socks, shorts and training equipment.
- Ensure dress code is correct.
- Communicate results to the WRL media team.

Post Match - working with the team manager

- Attend after match functions and speak if required. Have presentation ready for captains and opposition officials.
- Organise and pay own accounts.
- Make sure players pay bar, room service accounts (if travelling).
- The team manager or assistant team manager should be the last person to leave team hotel after all bills have been settled, this can also be done by national coach.

End of Season - working with the team manager

- Ensure coach submits a comprehensive report to the required person.

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 leadership ability with an effective team management.
- 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 to stephen.jones@walesrugbyleague.co.uk by 5pm, Thursday 7th March.

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.