

ROLE DESCRIPTION – Voluntary

ROLE TITLE	Great Britain Women's Sitting Volleyball Team Manager
REFERENCE	VBENTTMSV2019
REPORTS TO	Great Britain Women's Head Coach and Volleyball England Talent Lead
DIRECT RESPONSIBILITY FOR	Great Britain Women's Sitting Volleyball Team Athletes
BASED AT	Remote

ROLE PURPOSE

- To support the head coach to facilitate and implement high quality training and competition programmes
- To be the point of liaison between Volleyball England, the Head Coach and the squad on all matters relating to their participation at training camps, competitions and events.
- Provide the link between the athletes, coaching staff and Volleyball England.
- To liaise with support staff to ensure the delivery of sports science and medical support is available at training camps, competitions and events.

KEY RESPONSIBILITIES

Coordination and Administration

- Be the point of contact with the HUB for the coordination and administration of the squad.
- Work with the Hub to provide key athlete information (personal details, medical and welfare information) to Volleyball England.
- Coordinate arrangements for travel and accommodation requirements at competitions and events in collaboration with the HUB.
- Attend all training, competition and talent identification activities.
- Champion athlete wellbeing:
 - get to know the athletes and their personal circumstances
 - identify athletes who need additional support e.g. funding, travel to camps, to help them
 - help implement the Volleyball England Duty of Care Action plan
- Coordinate post camp, competition feedback and athlete feedback with the HUB.
- Promote the athletes code of conduct and tackle any discretions.
- Coordinate Athletes Classification Passports.
- Take care of athlete medical needs including, Therapeutic Use Exemption Certificates (TUEs).
- Manage staff and players kit.
- Act as the designated safeguarding officer.
- Support the decision-making process on grant awards to athletes such as Backing the Best.
- Uphold the Volleyball England selection policy to all selections for access to the squad training and competitions. Support the head coach in supplying timely feedback on all selections and deselections.
- Work closely with the Head Coach and HUB staff to plan, monitor and evaluate the programme.
- Manage the programme budget efficiently following Volleyball England financial procedures.
- Work closely with the Head Coach to report formally twice per year to the Technical and Talent Sub Group on:
 - Athlete progress
 - The physical and mental wellbeing of athletes



- Selection and deselection considerations (retention rates)
- Performance at competitions
- Uphold the policies and values of Volleyball England and demonstrate these in all communications and activities.

Programme Development – support the Head Coach to:

- Prioritise the safety and welfare of all athletes and support staff on programme.
- Implement individual development plans for all athletes on programme with predetermined dates for review.
- Coordinate the athlete support programme incorporating – strength and conditioning, anti-doping, nutrition and mental skills.

CANDIDATE REQUIREMENTS

The successful candidate must:

- Have time to commit to the role.
- Sign and abide by the Volleyball England 'Ways of Working' document.
- Always have a current DBS in place. (VE will pay for this).
- Have completed the Safeguarding and Protecting Children workshop.
- Have successfully completed the UK Anti-Doping Advisor course online.
- Complete the Volleyball England induction programme.
- Attend a Time to Listen course (VE will pay for this)
- Have an understanding and appreciation of the need to respect confidentiality and manage data in accordance with General Data Protection Regulations

PERSON SPECIFICATION

We are looking for someone who:

- can make sensible decisions in pressure situations
- can galvanise action and get things done
- is always welcoming and cheerful
- is always trying to make things better
- the players and team staff can trust
- builds confidence and supports players' all-round development

DETAILS

ROLE TITLE	Great Britain Women's Sitting Volleyball Team Manager
REMUNERATION	This is a voluntary role. Reasonable out of pocket expenses will be reimbursed in line with the Volleyball England expense claim policy.
TENURE	4 years with annual review
HOURS	As necessary
NOTICE PERIOD	4 weeks

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on [here](#)



Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The Safeguarding & Protecting Young People Policy can be found [here](#)

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.