

ROLE DESCRIPTION – Voluntary

ROLE TITLE	Team Manager (Cadet Girls, Cadet Boys, Junior Men, Junior Women)
REFERENCE	VBENTTM2019
REPORTS TO	Talent Lead
DIRECT RESPONSIBILITY FOR	England Talent Pathway Athletes
BASED AT	Remote

ROLE PURPOSE

Help to build a strong community of parents and supporters who can help administer, raise funds and promote the England Talent Pathway.

Lead the coordination and administration of the relevant England squad.

KEY RESPONSIBILITIES

Coordination and Administration

- Be the point of contact with the HUB for the coordination and administration of the squad
- 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 remain on the talent pathway
 - appoint athlete representatives, meet regularly and act on their feedback
 - help implement the Volleyball England Duty of Care Action plan
- Lead squad fund raising activities in collaboration with the HUB
- Coordinate squad and management meetings
- Coordinate athlete zone activities
- Coordinate all off-court duties related to competition and training in particular supervising down time
- Coordinate post camp, competition feedback and athlete feedback with the HUB
- Promote the athletes code of conduct, and tackle any discretions
- With the Head Coach and Hub staff produce player feedback as required
- Organise staff and players kit
- Act as the designated safeguarding officer
- Attend all training, competition and talent identification activities
- Build relationships with parents:
 - get to know the parents
 - meet and greet parents at camps and competitions
 - engage parents at camps and competitions
- Support the decision-making process on grant awards to athletes such as Sports Aid, Backing the Best and TASS.
- 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 ensuring that the budget for the programme is managed efficiently.
- 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
- Supply information to the HUB to populate the Volleyball England Talent Tracker.
- Uphold the policies and values of Volleyball England and demonstrate these in all communications and activities.

Talent Development – support the Head Coach to:

- Build a talent development environment that challenges aspiring players individually and as a team to strive for excellence.
- Identify talented athletes by widening access to the talent pathway through open trails, scouting and athlete referral.
- Prioritise the safety and welfare of all athletes and support staff on programme.
- Support the development of athlete profiles in line with the Volleyball Futures programme.
- Design a wellbeing programme aligned to the Volleyball England Athlete Development Framework, working with the relevant Lead.
- Implement individual development plans for all athletes on programme with predetermined dates for review.
- Oversee the implementation of a holistic athlete education programme incorporating – strength and conditioning, anti-doping, nutrition and mental skills working with the HUB.

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, parents and team staff can trust
- builds confidence and supports players' all-round development
- has endless energy and enthusiasm
- has experience working with young people
- is sensitive to the issues affecting young people

DETAILS



ROLE TITLE	England (Cadet Girls, Cadet Boys, Junior Men, Junior Women) 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 company.