

Scottish Water Polo – Junior Girls Team Manager

Background

Scottish Water Polo is seeking a Team Manager for the Junior Girls Team for the period to end 2018. The Team Manager will work with the Head Coach in preparing the team.

In developing the squad there is a need to encourage continual athlete development, to enhance the preparation of the team for competition, and for there to be objective measures on athlete and team performance.

Role Description

The Team Manager will be expected to manage all the activities of the Junior Girls Water Polo team for the next 2 years, the competitions the team are expected to compete in are: North Sea Cup 2017/18 and EU Nations 2018; additional competition can be entered in agreement from the Scottish Water Polo Committee.

The squad is self-funding for all training, preparation and competition activities. The role is a voluntary role, there is no re-numeration offered. The Team Manager will be expected to fund their own expenses for training events within Scotland; for competition the costs will be met by the funding from the players.

Expectations

In performing the role the following is expected:

Working closely with the Head Coach help prepare and then make the arrangements for delivery of:

- 1) Programme Plan to end 2018, including identification of specific cycles
- 2) Proposed performance measures, which will be agreed with the National Teams Coordinator
- 3) Preparing juniors for transition into more senior levels of competition and potentially into the senior squad
- 4) Maintain and develop the regular Scottish based training regime to encourage the development of the Scottish Junior Squad

In order to deliver these activities the Team manager will need to:

- 5) Manage current financial model to the agreed budget (with the National Teams Coordinator)
- 6) Undertake all pool bookings, transport and accommodation for training and competition

Reporting

The role reports to the National Teams Coordinator.

Responsibilities

- Maintain the programme plan and publish detailed plan for the next cycle
- Produce the Team Managers monthly report for National Teams Coordinator to feed into the monthly Scottish Water Polo Committee meetings
- Produce a detailed, written report following all overseas or domestic competitions in which the squad participate – within 2 weeks of the event
- Manage all the operational, organisational and financial aspects of the squad
- Ensure the Scottish Swimming Code of Ethics, policies and procedures are complied with at all times. Follow when appropriate also the Scottish Swimming Code of Conduct.

Competencies

Qualifications \ Experience

- Experience organising programmes – preferably (but not essentially) in a sporting context.
Specifically experience
 - Managing groups of athletes \ people
 - Organising training events and competition events
 - Developing and delivering a plan
 - Negotiating with Scottish Swimming, Finance, Pool Operators, Travel agents, other water polo organisations or bodies
 - Preparing a balanced budget and managing the finances
- Leadership experience (within water polo programme(s) and at international competition.)
- An up to date safeguarding certificate
- Has as completed modules for Scottish Swimming Team Manager Level 2, or will have this before any events
 - Team Manager Level 1: Local Competitions
 - Team Manager Level 2: Overnight Stays & Travel Abroad

Personal Qualities

- Good organisational skills
- Strong communication skills:
 - Written – e-mail, report writing, plan preparation
 - Verbal
 - Experience with Social media would be useful
- Is a strong character who will stand up for the needs of the squad \ team
- Demonstrates leadership qualities by setting high standards
- Has good judgement. Demonstrates decisiveness and action.
- Uses appropriate techniques and communication strategies to gain acceptance of ideas and plans
- Uses appropriate team working methods and a flexible interpersonal style to help build collaborative working relationships with an array of stakeholders.
- Ability to plan, implement, manage and balance a programme of work within agreed timelines

These competencies are intended as an outline indication of the areas of activity and will can amended in agreement if necessary to reflect the changing needs of the role.

Supporting material for the Role

The Team Manager's role within Scottish Water Polo is well established, but will continue to evolve and develop. The National Teams Coordinator will provide support, particularly in the early days of the role.

There is a "Team Managers Pack" which contains the following material

- Budget template
- Medical Declaration form
- Event Checklist
- International Competition Budget template
- International Permit Form and Process
- Itinerary – Event & Travel details
- Medical Consent Form
- Photo Consent form
- Risk Assessment
- Selection letter
- Team Managers report
- Trip booking form
- Water Polo Finance Policy

The contents of this pack provides structure and guidance for the delivery of the activities required to undertake the National Team Manager's role.

Applications

Interest should be made by completing the application form and submitted by e-mail, potential candidates will be invited for interview.

Applications should be sent to jen-hardy@live.co.uk

Applications should be submitted by 15 February 2017

Jen Hardy

National Teams Coordinator, Scottish Water Polo 22/01/17