

# Team Manager

**Overview:**

Supervising a team means updating everyone on training and matches and acting as the central point for questions and concerns.

**Reports to:**

The Management Committee

**Time commitment:**

10 hours per week

**Responsibilities:**

- Inform players and parents of training sessions and matches.
- Oversee logistics such as kit requirements and team travel.
- Promote fair play and the club's ethos.
- Be supportive, motivate and encourage squad members.
- Communicate with clubs, schools, leagues and organisations.
- Work with coaches to find new players.

**Skills and attributes:**

- Excellent inter-personal skills.
- Confident with organising others like team administration, travel and transportation.
- Reliable - be dependable in organising but also trusted by the team.
- Qualified in safeguarding children (where relevant).
- Knowledgeable on health and safety as well as first aid.
- Able to communicate well with the squad itself and build trust and rapport.