



EMPLOYER: NETBALL NORTHERN IRELAND  
DOCUMENT: JOB DESCRIPTION

Job Title:	Team Manager - National Squad
Responsible To:	Netball Northern Ireland – Head Coach
<b>1.0 Job Purpose</b>	
<b>Background Information</b>	
<p>We are seeking to employ a part time, fixed term team manager to deliver a national squad training programme for athletes selected onto Netball Northern Ireland U17 Squad, with a view to improving performance standards at International events and competitive opportunities.</p>	
<b>Purpose</b>	
<p>The post holder will be responsible for providing administrative support for the U17 National Squad for Netball Northern Ireland. The main Functions of the post will be:</p> <ul style="list-style-type: none"><li>• To carry out all aspects of squad administration to ensure the squad runs effectively and efficiently.</li><li>• To collect and compile all information required by the Netball Office in a timely manner.</li><li>• To support the players and Coaching Team to create a safe environment for all</li></ul>	
<p>The Post Holder will be working with the coaching team, and should attend sessions as required for the effective operations and delivery of the programme.</p>	
<p>The post holder will also ensure that all responsibilities are carried out in a timely and effective manner and that general confidentiality is maintained in all issues relating to the work of Netball Northern Ireland.</p>	
<b>2.0 Specific Responsibilities</b>	
<ol style="list-style-type: none"><li>1. To be the squad members and parents' first point of contact, in relation to all squad matters.</li><li>2. To liaise with the Coaching Staff to inform them of player availability/injury matters; and keep records of all injuries and subsequent medical letters consenting to a return to training.</li><li>3. To ensure that all players, team managers, umpires, selectors or any other parties involved are aware of the dates and times of training sessions.</li><li>4. To be the lead contact for competitive opportunities for the U17 age group, and to share relevant information with management, players and Netball NI</li><li>5. To collect players Financial Contributions if required and forward to the office; and lead on Fundraising Activities to achieve the Annual Fundraising Target set by NNI.</li><li>6. To collect and return relevant paperwork to Netball NI in a timely manner.</li><li>7. To take photographs of all Squad Members by the 2<sup>nd</sup> squad training session.</li></ol>	



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8. To ensure the provision of a first aid kit at all training sessions and liaise with the office if items need replenished.
9. To adhere to all NNI Corporate Policies and Procedures, including Child Protection, Health & Safety and Finance.
10. To assist the Head Coach in dealing with disciplinary issues.
11. To liaise effectively with other Netball Northern Ireland Squads if required and to aid best practice.
12. To maintain accurate administration records for all coaching/training sessions and prepare Mid Year and Year end Reports.
13. To ensure the safe return of all equipment and kit to the Netball Office at the end of each season.
14. Any other duties that may reasonably be undertaken in the pursuit of the overall objectives of the programme, as deemed appropriate by Netball Northern Ireland

### **3.0 General Responsibilities**

**3.1** Comply and actively promote Netball Northern Ireland's policies and procedures as directed.

**3.2** Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of Netball Northern Ireland

**3.3** Any other duties as may be allocated from time to time in accordance with the general nature of the post.