

JOB DESCRIPTION

JOB TITLE:	Team Manager, Great Britain U20 Women's Basketball
EMPLOYER:	British Performance Basketball Ltd (BPB)
RESPONSIBLE TO:	U20 Women's Head Coach
RESPONSIBLE FOR:	no staff responsibilities
SALARY BAND:	Competitive compensation for part-time role.
HOURS OF WORK:	Such hours as are necessary to fulfil the requirements of your position to the satisfaction of BPB, and may include work in evenings, on weekends and public holidays as required. During the programme you will be expected to be with the squad at all times during training and competition.
LOCATION:	Mobile workplace including training venues and to include time at domestic and overseas training camps and competition/tournaments.
TENURE:	This job will be offered for the term of the contract
PERIOD OF NOTICE:	30 days

Job Purpose

- To assist in the planning and lead on the delivery of a world class operations plan for the GB U20 Women's Basketball team

Key Responsibilities / Accountabilities

- To contribute to planning in the areas of travel, accommodation, meals and equipment
- To manage all team travel logistics in conjunction with the BPB Administration Officer and to execute the logistics plan during the campaign
- To work effectively with the U20 Women's Head Coach and the BPB Head of Basketball Operations during the planning and execution stages of the programme
- To be familiar with and manage the U20 Women's operations budget
- To assist in the collection of information for FIBA eligibility and insurance forms
- To perform special duties as assigned during team travel

Person Specification:

- Outstanding organisational and communication skills
- Effective leader with a proven track record of successfully leading teams and/or groups
- Experience in developing and executing a logistics plan for teams and/or groups - ideally this will include managing sports teams
- Has a "can do" attitude, focusing on solutions to problems
- Effective administrator who has experience producing planning documents and reports

- Committed to continuous personal and organisational improvement.
- Conveys an image that is consistent with BPB values, demonstrating qualities, traits and demeanour that has a positive performance effective on other staff members
- Working knowledge of key partners: Sports Councils, Institutes of Sport, British Olympic Association, etc.
- Willing to work irregular hours and travel extensively both within the UK and overseas, with overnight stays and weekend work.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.