

<b>Job Title:</b>	Team Manager - U19 National Squad
<b>Responsible To:</b>	Head Coach & Performance Coordinator
<b>1. Job Purpose</b>	
<p><b>Background Information</b></p> <p>We are seeking to employ a part time, fixed term Team Manager to be responsible for providing administrative support for the U19 National Squad for Netball Northern Ireland in preparation for upcoming competitions in 2024.</p> <p><b>Job Purpose</b></p> <p>The U19 Team Manager will liaise with Netball NI Performance Staff and the U19 Management Team to assist in delivering an effective programme. The post holder will assist in delivering monthly weekend camps in various locations as required for the operation of the post and delivery of the programme.</p> <p>They 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> <p>The main functions of the post will be:</p> <ul style="list-style-type: none"> <li>• To assist Performance Coordinator in carrying out aspects of squad administration to ensure the squad runs effectively and efficiently.</li> <li>• To lead on fundraising initiatives for the squad.</li> <li>• To liaise with competition organisers and Netball NI in the run up to events and be the main point of contact at an event.</li> <li>• To attend training camps where possible and support the players and Coaching Team to create a positive and performance orientated environment that is safe for all.</li> <li>• Comply and actively promote Netball Northern Ireland’s policies and procedures as directed.</li> <li>• Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of the U19 squad and Netball Northern Ireland</li> <li>• Any other duties as may be allocated from time to time in accordance with the general nature of the post.</li> </ul>	
<b>2. Specific Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Communicate with the coaching team, parents, athletes, Netball NI and competition organisers to ensure everyone has key information at the right time; keeping records and necessary admin to support the smooth running of the squad.</li> <li>2. Attend sessions as necessary to meet the needs of the squad and the role, understanding that this role also involves work outside the squad training sessions.</li> <li>3. Ensure financial contributions are paid and fundraising initiatives are delivered to meet the squad overall fundraising target.</li> <li>4. Liaise with Netball NI regarding kit, equipment and any first aid supplies required.</li> <li>5. To adhere to all NNI Corporate Policies and Procedures, including Child Protection, Health &amp; Safety and Finance.</li> </ol>	

EMPLOYER: NETBALL NORTHERN IRELAND  
DOCUMENT: U19 TEAM MANAGER JOB DESCRIPTION

6. 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. Benefits

- Personal development support throughout the course of the season, and access to development opportunities.
- Opportunity to observe and contribute where appropriate to Squad's preparation for competition.
- Gain exposure of the international game.
- Engage with a passionate group of young people, who are our netballers of the future.
- Initial briefing is provided and ongoing support throughout the role.

### 4. Key Dates

- The training programme will be designed to meet the needs of the group and coaching team, and may include a midweek session (S&C), and additional weekend sessions.
- Attend competition with the squad in December 2024.
- It is anticipated that the post holder will attend training sessions whilst acknowledging that the role will involve an additional time commitment to liaise with NNI and complete paperwork and logistics outside of the squad training sessions.
- Approximately 1 training weekend a month during season
  - August 10<sup>th</sup> & 11<sup>th</sup> 2024
  - September 14<sup>th</sup> & 15<sup>th</sup> 2024
  - October 19<sup>th</sup> & 20<sup>th</sup> 2024
  - November 16<sup>th</sup> & 17<sup>th</sup> 2024
  - November 30<sup>th</sup> & 31<sup>st</sup> 2024
  - December 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> 2024
  - February 15<sup>th</sup> & 16<sup>th</sup> 2025

Please submit your CV to [performancecoordinator@netballni.org](mailto:performancecoordinator@netballni.org) by the 5pm on Thursday 11<sup>th</sup> July, 5pm.