



## Job Description

<b>JOB TITLE</b>	TEAM MANAGER - WRU Deaf Women (Voluntary Position)
<b>LOCATON</b>	CCB Centre for Sporting Excellence + Various Locations
<b>REPORTS TO</b>	Head Coach - WRU Deaf Women
<b>APPLICATION</b>	CV and Covering Letter to <a href="mailto:wdrucoms@gmail.com">wdrucoms@gmail.com</a>

### MAIN PURPOSE OF JOB

To support the delivery of an effective and organised rugby environment that shares the values and ethos of WRU Deaf. The role is vital to the overall organisation, therefore, the successful Team Manager will need to be an effective communicator, efficient administrator and an excellent ambassador for WRU Deaf.

Due to the nature of the role, anti social hours are inevitable.

### PRINCIPAL ACCOUNTABILITIES

1. To have a good understanding of WRU Deaf and World Deaf Rugby to ensure player and team compliance.
2. To manage all training and match day requirements (both home and away and at any other venues as appropriate).
3. Liaise with match day officials and appropriate external personnel.
4. To be responsible for all travel, accommodation and other such aspects within budget.
5. Establish effective systems and processes to manage organisational requirements.
6. To promote and embolden the WRU Deaf Culture.

# Person Specification

<b>JOB TITLE:</b>	TEAM MANAGER - WRU Deaf Women
<b>LOCATION:</b>	CCB Centre for Sporting Excellence + Various Locations

<b>JOB REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><u>QUALIFICATIONS / EXPERIENCE</u></b>		
Team management experience within sport	Yes	
Experience of working with rugby players	Yes	
<b><u>KNOWLEDGE</u></b>		
Comprehensive understanding of the rugby environment	Yes	
A working knowledge of the culture and organisation of the WRU Deaf		Yes
An understanding of the needs of individual players and coaches		Yes
<b><u>SKILLS AND ABILITIES</u></b>		
<b><u>Planning and Delivery</u></b>		
Ability to work effectively under pressure and within strict deadlines	Yes	
Ability to prioritise own workload and balance conflicting demands	Yes	
Ability to produce clear goals, targets and action plans	Yes	
Able to maintain accurate records	Yes	
<b><u>Problem Solving and Decision Making</u></b>		
Excellent problem solving and decision making	Yes	

Ability to work on own initiative and to produce innovative solutions to complex problems	Yes	
Ability and understanding of managing conflict within the high performance environment	Yes	
<b><u>Communication and Influencing</u></b>		
Excellent oral and written communication skills	Yes	
Excellent interpersonal skills	Yes	
Excellent communication and presentation skills	Yes	
Excellent negotiating skills	Yes	
<b><u>Teamwork and Personal Impact</u></b>		
Ability to work effectively as part of a geographically varied disciplinary team	Yes	
Possess a strong desire to achieve high standards of professionalism and a desire to win	Yes	
<b><u>OTHER</u></b>		
<ul style="list-style-type: none"> <li>• A positive attitude to Information Technology/Social Media in carrying out the responsibilities of the post</li> <li>• To behave in an ethical and professional manner at all times</li> <li>• An understanding and commitment to equal opportunities in employment and sport</li> <li>• An understanding of individual responsibility in complying with the Health and Safety policies and arrangements</li> <li>• Ability to work irregular and antisocial hours as required including work outside normal hours, at evenings, weekends and public holidays</li> </ul>		