



## Job Title: WPSWP Team Manager

### Positions available and time commitment:

Annual age group managers for both boys and girls age groups u13, u14, u15, u16 and u19 (A and B Teams, and when applicable C teams). The duration is from the time of appointment up until a week after the IPT is complete.

### Job Purpose:

The Team Manager is responsible for ensuring the effective planning, preparation, management and co-ordination of all administrative and logistical arrangements to provide each team with the highest quality environment to ensure success at the annual SWPSA tournament.

### Key Tasks:

- Carrying out administrative duties, using systems and processes relevant to WPSWP;
- Ensuring that the team's kit is planned, co-ordinated, delivered and distributed to team members in advance of the tournament;
- Sorting out any kit discrepancies or incorrect kit orders to the satisfaction of all stakeholders;
- Responding to enquiries and requests for information from all stakeholders including schools, parents, organising committees, other organisations and members of the public;
- Ensuring administrative systems, processes and databases are efficient and well managed;
- Administrative support to WPSWP managerial staff;
- Managing budgets and controlling finances allocated for team activities;
- Serving on WPSWP think tanks and task groups when requested; as well as attending all pre-IPT planning and training sessions;
- Participating in the resolution of political and ethical issues, such as conflicts of interest between partner organisations, use of banned substances and breaches of regulations.

### Person Profile:

Knowledge, skills and abilities:

- Proven administrative capabilities;
- Proven track record in working with scholars;
- Self-motivated and able to meet tight deadlines;
- Ability to work as part of a team and effectively on own;
- Excellent verbal and written communication skills;
- Ability to lead, influence, enthuse and motivate others;
- Ability to work flexible hours; and
- Approachable and friendly and able to deal with a wide range of stakeholders including parents, players and administrators.
- Must be an accredited member of WPA/SSA

Title Sponsor

