

Job Description: New Zealand Football U-17 Women's National Team Manager

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Reports to: High Performance Manager/Team Head Coach

Direct Reports: None

Status: Part-Time Employee

Salary: Daily rate applicable to time in camp and on tour only

Roles & Responsibilities:

In liaison with the New Zealand Football High Performance Manager, the New Zealand Football U-17 Women's National Team Manager will have overall responsibility within the New Zealand Football U-17 Women's National Team for the following:

- Responsible for and co-ordinate the general management of the National Squads as directed by the head coach.
- Liaise and meet with the National Team Administrator prior to and following each camp/match to confirm / review:-
 - All travel and accommodation arrangements, ticketing etc
 - All health and safety arrangements in consultation with the team doctor/medical director
 - All administrative materials and resources
 - Kit and equipment requirements
 - Financial arrangements, petty cash and expenses
- Attend all competition co-ordination meetings as required under competition regulations including.
 - Submitting team sheets as per match protocols
- Represent NZ Football at disciplinary hearings.
- Submit and attend any subsequent appeals relating to disciplinary matters.
- Convene and chair the management review meeting prior to each squad camp/match with responsibility for the planning and organisation dimension.

- Convene and chair daily planning and organisation review meetings of the management team during camps/matches.
- Undertake the individual contacts with players and parents relating to match and ticket arrangements.
- Act as the person responsible for the implementation and monitoring of the New Zealand code of conduct relating to all staff and players.
- Act as the players representative in all matters relating to disciplinary action as outlined in the parents and players pack.
- Manage a situation which may necessitate a hospital visit. This must include parental contact and the provision of medical support.
- Coordinate a member of staff to remain with a player (aged 20 or less) when:
 - They become isolated from the support offered to the team for any reason.
 - They remain behind should the team travel on due to injury, arrest, passport loss or any matter where to remain alone may compromise the safety of the player and the integrity of the association.
 - Manager must report to NZF National Teams Manager any potential situation where a player is unable to continue travel with the team.
- Co-ordinate all travel and accommodation arrangements for players in consultation with the head coach including:-
 - To hold travel tickets/vouchers ET's and passports
 - To supervise and administer travel and accommodation arrangements
 - To manage housekeeping and domestic arrangements at hotel/accommodation
 - Supervise and arrange pick up points
 - Undertake check-in duties at air ports including the management of team baggage to ensure minimum charges for excess baggage.
 - Co-ordinate pre and post match travel arrangements
 - Undertake regular head counts at transfers during travel
- Co-ordinate the arrival and departure of players in consultation with the Head Coach.

- Represent the national association, along with the Chief Executive (if not the head of delegation) in matters of dispute or concern that may arise before, during or after an international or development match.
- Act as party liaison officer with opposition
- Kit Management including but not limited to -
 - Kit allocation and return
 - Laundry
 - Dressing room set up
 - Maintenance

Required Experience & Qualifications

The New Zealand Football U-17 Women's National Team Manager should have the following experience and qualifications:

- Proven management and organisational skills
- Ability to effectively perform under pressure whilst maintaining composure
- Honesty, integrity, adaptability and resilience
- Ability to manage all aspects of the operational plan
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- "A" or "B" class driver's licence
- Preferably a current first aid certificate

Required Skills:

In addition to the requisite skills in relation to coaching, the New Zealand Football U-17 Women's National Team Manager will possess highly developed inter-personal and people skills, to ensure the establishment of successful partnerships with all relevant stakeholders, both within the sport and outside the sport.

Specifically, the following skills are vitally important:

- Leadership – leading positively, by example;
- Communication – active, regular, effective communicator;
- Inter-personal relationships – working successfully with people;
- Management – effective skills.

At a personal level, the successful applicant will have demonstrated personal motivation to achieve excellence in all areas, through drawing on the expertise of others.

Please note: There is a large component of this role that is Auckland based. Hence any applicant from outside of Auckland will need to consider this.

Applications close at **5pm on Wednesday 12th August** and can be submitted to Tracy Brady at tracy.brady@nzfootball.co.nz.