



### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Super League Squad Manager</b>
<b>Responsible To:</b>	<b>Head of Performance</b>
<b>Salary:</b>	<b>Sessional basis</b>
<b>Hours of work:</b>	<b>Super League squad programme including training, and competition</b>
<b>Contract:</b>	<b>March – June 2007</b>

### **JOB PURPOSE**

**To manage the co-ordination and administration of the Celtic Super League squad**

### **MAIN DUTIES**

1. Take responsibility for all organisation and administration matters of the agreed Super League Squad and staff on training and match days.
2. Liaise with the England Administrator to ensure effective communication with players and staff with regard to training and match day details.
3. Ensure any information regarding player injury, non-availability etc is communicated through to all staff.
4. Oversee the application of drug testing procedures for agreed Super League squad players at competition.
5. Oversee the clothing and equipment allocation to players and staff keeping records of all Team England property.
6. Provide reports as necessary and record details of Super League matches on the sheet provided and return to the Performance Department after each game.
7. Be responsible for collecting player contributions and keeping clear and approved records of all income and expenditure transactions.
8. Liaise with Squad coaches to plan detailed programme for training and match days
9. At all times to observe and abide by the RFUW rules, regulations and codes of conduct to avoid bringing the game or the RFUW into disrepute.

**RUGBY FOOTBALL UNION FOR WOMEN**

**SUPER LEAGUE MANAGER**

**PERSON SPECIFICATION**

Experience of having worked with women's teams is desirable but not essential

Excellent communication skills.

Good planning and organisational skills.

Good inter-personal skills with the ability to lead and motivate people and teams.

A team player / team motivator

Energetic and enthusiastic personality able to cope with unexpected and stressful situations.

Sense of humour

IT literate

Understanding of rugby union