

JOB DESCRIPTION – LADIES TEAM MANAGER

The Ladies Team Manager has the responsibility of supporting Matamata Swifts AFC's Ladies Team Coach. The Ladies Team Manager will have overall responsibility for the general management of the club's ladies team.

Responsible To

The Ladies Team Manager is appointed by the Ladies Team Coach in association with the management committee of Matamata Swifts AFC and is responsible to the Ladies Team Coach. In the absence of the Ladies Team Coach, the Ladies Team Manager will report to the management committee via the President.

Responsibilities and Duties

The Ladies Team Manager will be responsible for all ladies team travel arrangements, kit & equipment, administration, health & safety and financial requirements. This includes:

- Coordinating all travel and accommodation arrangements for players in consultation with the Ladies Team Coach.
- Coordinating pre- and post-match travel arrangements.
- Communication with players regarding all other logistical issues as they arise.
- Acting as team liaison officer with opposition.
- Kit and equipment management including allocation and return, laundry, dressing room set up and maintenance.
- Submitting team sheets as per match protocols.
- Representing Matamata Swifts AFC at disciplinary hearings.
- Managing a situation which may necessitate a hospital visit, including the provision of medical support.
- Collecting club membership subscriptions from players.
- Reinforcing Matamata Swifts AFC's vision and values in their practice.

Knowledge and Skills Required

The Ladies 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.
- Basic budget and cash accounting skills.
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators. □
- "A" or "B" class driver's licence. □
- Preferably a current First Aid certificate.

In addition to the requisite skills in relation to team management, the Ladies 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 a strong awareness of best practice in coaching, and have shown personal motivation to achieve excellence in all areas, through drawing on the expertise of others and engaging in continual independent research and evaluation.

Period of Appointment

The Ladies Team Manager will ideally be appointed for a three year period in co-ordination with the appointment of the Ladies Team Coach. This position will be reviewed annually and is a voluntary role.