

BASKETBALL ENGLAND JOB PROFILE



JOB TITLE	ENGLAND TALENT PROGRAMME - TEAM MANAGER
LOCATION	Mobile working (training camps/competitions, domestic & overseas)
WORKING PATTERN	Such hours as are necessary to fulfil the requirements of your position to the satisfaction of Basketball England, and may include work in evenings, on weekends, school holidays and public holidays as required.
REPORTS TO	England Talent Programme Head Coach
APPOINTMENT	One-year appointment to conclude after the 2023 ETP Delivery
CONTRACT	Voluntary with expenses paid

PURPOSE OF ROLE	The purpose of this role is to provide a high standard of support in the planning and delivery of a high standard programme in line with the Player Development Framework as prescribed by Basketball England.
KEY ACCOUNTABILITIES	<p>Duties and responsibilities will include but not be limited to the following:</p> <ul style="list-style-type: none">• To liaise with the Basketball England with regards to the logistical planning of the England Talent Programmes.• To assist in the planning of training camps & competitions (domestic & overseas).• To be responsible for the communication between England Talent Programme players, parents & staff.• To ensure that all relevant requirements for the England Talent Programme are attended to and are sufficient.• To take responsibility for the welfare and safety of each player and member of staff during domestic & overseas camps/competitions.• To act in partnership with Head Coach and players for the smooth running of an empowered team.• To work the Basketball England Comms Teams on ensuring access to the team for PR and news articles

<p>OPERATIONAL ACCOUNTABILITIES</p>	<ul style="list-style-type: none"> • To support the needs and requirements of the England Talent Programme coaches & staff • To take responsibility for off-court team preparation matters during training camps & games • To be first point of contact for parents, players & staff • To be responsible for the collection and distribution of team kit and equipment • To produce post tournament and training camp reports and accounts • To utilise XPS as required by Basketball England • To be responsible for accounting and reporting England Talent Programme expenditure within the budget set for the programmes • To liaise on kit allocation and sponsor requirements • To manage the budget (ensure sponsor requirements are met) and cash float at tournaments/camps. • To organise and chair daily staff meetings • To oversee kit laundry and adherence to FIBA rulings • To act as point of contact for media and facilitate their requirements and feeding results back to head office and specific media organisations • To support staff and coordinate the function and requirements of the physiotherapist, S&C Coach and other special support providers • To liaise with the S&C Coach and Physiotherapist on the nutritional and food requirements and options • To build relationships with players in order to be able to engage them out of season, which leads to them being better prepared and engaged when it comes to camps • To abide by Basketball England's rules and policies (Complaints, Equal Opportunities & Equity Policy; Safeguarding Policy; Code of Ethics & Conduct; Anti-Doping Rules, Welfare & Safety)
<p>RELATIONSHIP MANAGEMENT</p>	<ul style="list-style-type: none"> • National Federations: To be the 'face' of Basketball England and liaise with national federations during camps & competitions (Domestic & Overseas) • FIBA: Assist with and collaborate on any FIBA related matters before, during and after FIBA regulated competitions. • Clubs & Schools: Alongside your England Talent Programme staff, be a point of contact for clubs & schools linked with England Talent Programme players in order to provide effective communication where necessary • Parents: To be a point of contact for parents of the national team players providing effective communication of information with regards to the England Talent programme & Basketball England

ROLE REQUIREMENTS

EXPERIENCE, KNOWLEDGE & SKILLS	<ul style="list-style-type: none">• Able to demonstrate understanding and ability to communicate appropriately in the coordination of selections, preparation, competition and post competition phases.• Possesses practical IT Skills, specifically Microsoft Word, Excel & PowerPoint.• Has experience in developing and executing a logistics plan for teams and/or groups - ideally this will include managing sports teams on overseas trips.• Possesses good organisational skills and a confident and outgoing personality.• Is a competent report writer and record keeper.• Able to act professionally, demonstrating integrity and taking accountability• To be comfortable with handling confidential information and sensitive situations
OTHER	<ul style="list-style-type: none">• Previous experience within the Talent System and Pathway is preferable but not essential.• A genuine interest in sport.• A flexible attitude to working, willing to work evenings, weekends, school holidays and public holidays. This will include irregular hours and extensive travel both within the UK and overseas.• Current, clear, enhanced DBS Check supplied to Basketball England• Current Safeguarding Certificate supplied to Basketball England.