



Role Summary & Terms

Job Title: Head Team Manager, Swiss Netball National Squad

Summary: The Head Team Manager, with the assistance of the Support Team Manager(s), manages the Swiss National Squad on behalf of the Swiss Netball Committee, providing key organisational and logistical support for the athletes, coaching team and primary carer.

The Head Team Manager shall be familiar with, and adhere to, all relevant Swiss Netball policies, specifically those regarding eligibility, selection and safeguarding (including codes of conduct). The Head Team Manager will respect and maintain the confidentiality of various information and personal data.

Key Relationships:

Committee Liaison for National Squads

Support Team Manager(s)

Finance Director

Operations Lead

National Squad Head Coach

National Squad Lead Coach(es)

National Squad Assistant Coach(es)

National Squad Primary Carer(s)

Europe Netball Technical Director

Key tasks:

- Manage all National Squad related communications to athletes and other key stakeholders, including parents in the case of minors.
- Confidential data management of athletes, coaches and primary carers.
- Assist the National Squad coaches in the production of performance-related information at training sessions and matches (e.g., shooting stats, running scores, time remaining, etc.).
- Liaise and maintain open and honest communications with the Swiss Netball Committee via the Committee Liaison for National Squads.
- Ensure that all of the training programme needs are put in place in terms of budget, facilities, equipment, medical supplies, refreshments, etc.
- Manage all National Squad logistics including but not limited to kit, training session venues, travel to international competitions etc.
- During tournaments/events, plan each day's schedule in conjunction with National Squad coaches and inform team members accordingly.
- Attend all training sessions for the relevant National Squad (Junior or Senior), official competitions and Europe Netball events as required.
- Accompany any representative team on tour.
- Assist the Swiss Netball safeguarding officer for the entire National Squad and be conversant in the Swiss Netball policy for safeguarding the needs of young people and associated codes of conduct. Support the welfare and needs of individual players. In conjunction with the National Squad coaches, assist in squad discipline and act as mediator between team members where required.

Qualifications / Skills:

- Strong interpersonal and communication skills, including proven ability to communicate (both orally and in writing) and work with young people in English and a national language.
- Excellent organisational skills.
- Ability to multi-task and prioritise own workload.
- Ability to remain calm when under pressure and work to strict deadlines.
- Knowledge of netball (required for statistical support during competitions)
- Competent IT skills. Confident using: MS Excel (spread-sheet creation, formatting & maintenance); MS Word (letters, dossiers, etc.); and Dropbox to store and maintain electronic documentation records up-to-date.
- Experience of working with volunteers.
- Proven ability to work with other coaches and management staff. Team player with collaborative and supportive style.
- Reliable and responsive.
- Flexible, adaptable and positive approach to work.
- Ability to work unsupervised within limits of authority – the ability to self-manage.
- Discreet and trustworthy.
- Willingness to travel to training sessions (across Switzerland) and competitions (in Switzerland and abroad).
- Capable of representing Swiss Netball appropriately and positively in any agreed communications (including social media), supportive of the communication messages Swiss Netball intends to purvey, and understanding of the Swiss Netball policy with regards to befriending minor athletes on social media channels.

The role of Head Team Manager is a voluntary role. Expenses may be reimbursed for the training weekends and a specific event or netball tour, up to a maximum as specifically agreed in advance of the event or tour.

The position is for a 3-year period.

Application Process

The full job description is available through an expression of interest to admin@swissnetball.ch.

Applications to be received by admin@swissnetball.ch by Friday 16 June 2023.

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Panel interviews will be held with selected applicants 19-28 June 2023.

Candidate notification by 30 June 2023.