



Role Summary & Terms

Job Title: Support Team Manager, Swiss Netball National Squad (applicable for Junior and Senior National Squads).

Summary: The Support Team Manager support the Head Team Manager with managing the respective Swiss National Squad (Junior and/or Senior), on behalf of the Swiss Netball Committee, providing key organisational and logistical support for the athletes, coaching team and primary carer.

The Support 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 Support Team Manager will respect and maintain the confidentiality of various information and personal data.

Key Relationships:

Head Team Manager
National Squad Lead Coach(es)
National Squad Assistant Coach(es)
National Squad Primary Carer(s)

Key tasks:

- Assist with management of 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 Head Team Manager in the production of performance-related information at training sessions and matches (e.g., shooting stats, running scores, time remaining, etc.).
- Provide support for the preparation information packs such as the squad and team information dossiers and send this out where necessary.
- Attend all training sessions for the relevant National Squad (Junior or Senior)
- Assist in the management of kit requirements for the team and bench staff.
- Provide support for Squad fundraising activities (e.g. coordination role if required).
- 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 and ability to 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.
- Reliable and flexible, with a positive approach.

- Discreet and trustworthy.
- Willingness to travel to training sessions (across Switzerland)
- 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 Support 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 2-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 Monday 3 July 2023.

Panel interviews will be held with selected applicants 10-19 July 2023.

Candidate notification by 21 July 2023.