



GB JOB PROFILE

JOB TITLE	GB AGE GROUP PROGRAMME - TEAM MANAGER (FOR U16, U18, U20 MEN'S AND WOMEN'S TEAMS)
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 the GB Youth Teams Performance Group, and may include work in evenings, on weekends, school holidays and public holidays as required.
REPORTS TO	GB Youth Teams Performance Group
CONTRACT	Appointment to conclude after the 2023 European Championships with a review in September 2023
RETAINER	To be confirmed

PURPOSE OF ROLE	To provide a high standard of support in the planning and delivery of a high standard programme as prescribed by the GB Youth Teams Performance Group.
KEY ACCOUNTABILITIES	<p>Your duties and responsibilities will include but not be limited to the following:</p> <ul style="list-style-type: none"> • To liaise with the GB Youth Teams Performance Group with regards to the logistical planning of the GB Age Group Programme • To assist in the planning of training camps & competitions (domestic & overseas) • To be responsible for the communication between GB Age Group Programme players, parents & staff • To ensure that all relevant requirements for the GB Age Group Programme are attended to and are sufficient • To support procedures for the collection of player contributions, if required • To be the named Welfare Officer for the team and take responsibility for the welfare and safety of each player and member of staff during domestic & overseas camps/competition • To complete risk assessments and welfare plans for activity for the GB Youth Team Performance Group approval. • To ensure other staff are aware of their responsibilities in relation to protecting the safety and welfare of players in accordance with the event plans. • To liaise with BE's Safeguarding and Integrity team in regard to any safeguarding concerns about children, or staff. • To act in partnership with Head Coach and players for the smooth running of an empowered team • To work with the GB Basketball Comms Team on ensuring access to the team for PR and news articles • To abide by GB Basketball's rules and policies (Code of Ethics & Conduct, Safeguarding Policy, Data Protection Policy, Equal

	<p>Opportunities & Equity Policy; Health & Safety Policy, and Anti-Doping Rules).</p> <ul style="list-style-type: none"> • To ensure a safe training and playing environment is created and always maintained
<p>OPERATIONAL ACCOUNTABILITIES</p>	<ul style="list-style-type: none"> • To support the needs and requirements of the GB Age Group 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 liaise on kit allocation and sponsor requirements • To be responsible for the collection and distribution of team kit and other equipment • To oversee kit laundry and adherence to FIBA rulings • To manage the budget (ensure sponsor requirements are met) and cash float at tournaments/camps • To be responsible for accounting and reporting GB Age Group Programme expenditure within the budget set for the programmes • To produce post tournament and training camp reports • To report all incidents promptly through the Talent Reporting procedures. • To organise and chair daily staff meetings • 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 help develop and maintain a positive image and profile for GB and the Home Nations both in the UK and worldwide through positive behaviours and appropriate conduct at all times to ensure all stakeholders and the game of basketball is not brought into disrepute, including via media briefings on squad selection, performance and publicity of the team within the sport. • 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 actively promote and embed Equality, Diversity and Inclusion (EDI) within the programme • To be open to listening to feedback about own performance from athletes, parents and peers in order to help create a safer culture in basketball.

<p>RELATIONSHIP MANAGEMENT</p>	<p>Team Staff: To liaise on a regular basis with the wider multi-disciplinary team, including the head coach, assistant coaches, team manager, physiotherapist and the strength and conditioning coach</p> <p>Clubs: To be a point of contact for clubs linked with the GB Age Group Programme players in order to provide effective communication where necessary</p> <p>Parents: To be a point of contact for parents of the GB Age Group Programme players providing effective communication of information with regards to the GB Age Group Programme. To maintain effective communication with the Head Coach and other staff to ensure that that important information about players such as their welfare, behaviour and performance is communicated, to parents where appropriate and without delay</p> <p>GB Youth Teams Performance Group: To liaise with the GB Youth Teams Performance Group on a regular basis to understand the requirements/developments in the GB Age Group Programme</p> <p>National Federations: To be the 'face' of GB Basketball and liaise with national federations during camps & competitions (domestic & overseas)</p> <p>FIBA: To assist with and collaborate on any FIBA related matters before, during and after FIBA regulated competitions</p>
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ROLE REQUIREMENTS

<p>EXPERIENCE, KNOWLEDGE & SKILLS</p>	<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 • 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 • Recognises the importance of equality, diversity and inclusion • To be comfortable with handling confidential information and dealing with sensitive situations • Understands the role of a Team Manager within the setting of a game and tournament • Experience of organising events, tournaments or tours
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	<ul style="list-style-type: none"> • Good knowledge and understanding of safeguarding children and the additional vulnerabilities of elite athletes. Safeguarding Level 3 or above is desirable. • Conveys an image that is consistent with Basketball England values, demonstrating qualities, traits, and demeanour that command leadership respect • Shows integrity and is fair, equitable and ethical in approach. • Understands their responsibilities in relation to protecting confidential information, in line with GDPR. • Adheres to policies and demonstrates loyalty to basketball and the Home Nations • Able to self-organise, manage time, prioritise work and meet deadlines • Strives to improve performance at all levels • Facilitates ways for teams to work effectively together • Strives to achieve targets and objectives • Utilises their time effectively
OTHER	<ul style="list-style-type: none"> • Previous experience within the Talent System and Pathway is preferable but not essential • 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 the GB Youth Teams Performance Group • Current Safeguarding Certificate supplied to the GB Youth Teams Performance Group <p>Complete mandatory training modules provided by the GB Youth Teams Performance Group</p>