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| **Role Title:** | **Women’s Regional Team Manager** |
| **Main Purpose:** | To manage administration and coordinate activities for the Women’s Regional Squad in the Women’s Regional Programme |
| **Responsible to:** | High Performance Manager |
| **Office:** | National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT  |
| **Hours:** | **Part Time, evenings & weekends – remuneration of £500 per annum** |
| **Outline of Role:** | **The role will be responsible for supporting the delivery of Cricket Scotland’s High Performance Programme primarily focusing on the Women’s Regional Programme and specifically the Eagles team.** |
| **1 Administration**  | The post holder will be responsible for the collation and distribution of all administration concerning the Women’s Regional Programme including obtaining a detailed list of all key contacts and schedules required for delivery of the programme and ensure effective communication with coaches, players and CS about all matches/training/events. |
| **2 Travel**  | The post holder will be responsible for coordinating the teams travel to fixtures and ensuring the squad is able to fulfil its commitments to the regional programme and to attend matches/training/meetings/events as agreed with coaching staff and CS. |
| **3 Expenses** | The post holder will be responsible for arranging and communicating all expenses available to the squad. |
| **4 Kit**  | Liaise with High Performance Coordinator to ensure the squad is suitably kitted out in Regional kit and work with suppliers to meet kit provision budgets. |
| **5 Player Registration**  | The post holder, along with the Head Coach, will be responsible for collating player information and submitting registration to CS. |
| **6 Programme Development**  | Liaise with Head Coach to establish a detailed daily schedule for training and matches, support the development of a high-performance culture within the Women’s Regional Programme and work with the CS Communications team to develop the profile of the programme. |
| **7 Financial** | The post holder, along with the Head Coach, will be responsible for tracking, monitoring and reporting of spend against agreed budget and ensuring appropriate sign off by CS budget holder.  |
| **8 Additional** | This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation. Job holders may be given specific projects to deliver as part of their role.  |
| **9 Working Hours** | **Due to the nature of the business a flexible approach to working hours is expected**  |

**Person Specification**

* Excellent administration skills and the ability to set priorities and deliver objectives efficiently
* able to work on own, with direction
* able to coordinate a range of activities simultaneously
* attention to detail regarding administrative/recording requirements
* Excellent communication skills, both verbal and written
* commitment to the provision of high quality and timely responses to information
* Excellent IT skills
* commitment to the provision of high quality reporting of data required by the High Performance Team
* comfortable in using social media and other digital platforms as tools to create engagement
* An understanding of and commitment to equality of opportunity and diversity