

# Great Britain Lions Contact Team Manager (two roles – women’s team and men’s team)

<b>Organisation:</b>	British American Football Association
<b>Purpose of Position:</b>	To be appointed team manager of the Great Britain Lions National Contact Teams for Men’s or Women’s Football
<b>Responsible to:</b>	Commission Lead for relevant team
<b>Responsible for:</b>	Enabling the smooth running of the Great Britain Lions National Contact Teams for Men’s and Women’s Football
<b>Length of term:</b>	12 months
<b>Position type:</b>	Voluntary
<b>Reward / Benefit:</b>	Unpaid, however reasonable travel expenses will be covered on agreement with BAFA

## Background to BAFA

The British American Football Association (BAFA) is the National Governing Body for the sport of American football in Great Britain and is responsible for all regulatory, competition, performance and development aspects of the game.

Its activities are many and varied and include the following:

- The organisation and promotion of the national teams in international competition.
- The representation of the British game to national and international partners, be they sporting organisations, federations or commercial interests.

The British American Football Association is a member of the International Federation of American Football (IFAF) and is a company limited by guarantee.

## Job Purpose

The Great Britain Lions is the name of the representative teams which compete at a number of different age ranges (Youth/U19/Adult) and variants of the game of American football (contact/flag).

The primary aim of the Team Manager is to enable the smooth running of the GREAT BRITAIN Lions National Contact Team for Men’s and Women’s Football (two posts). To achieve this aim, the Team Manager must ensure that their team follows the direction and mission statement which the BAFA National Programme will produce in consultation with the successful candidates.

## Tenure

- This contract is for a fixed term basis of 12 months and these are volunteer posts
- BAFA reserves the right to renew or not to renew the appointments at that time.
- BAFA also reserves the right to terminate the post, should the post-holder fail to fulfil the duties and responsibilities outlined below.

**Main Duties and Responsibilities**

This role 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 BAFA National Programme.

The Team Manager will be required to:

- Support the development of the GB Lions National Team in consultation with the Head Coach and Commission Lead
- Organise and manage logistics for the GB Lions National Team at international competitions and events.
- Develop a strong support team, to ensure that the GB Lions National Team have the facilities and resources they require to reach their goals.
- Convey an exemplary image that is consistent with BAFA values, demonstrating integrity and those qualities, traits and demeanour that command leadership and respect.
- Protect confidential information, adhere to BAFA policies and demonstrate loyalty to BAFA and the BAFA National Programme.
- Abide by and promote sound ethics and BAFA National Programme policy, regarding equity, safeguarding, and health and safety to all persons involved with the team.
- Ensure GB Lions National Team environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.
- Ensure sound financial management takes place, through the use of open, robust management processes.
- Maintain the integrity of the staff selection process, ensuring this is fair and transparent.
- Organise facilities and resources to enable the coaching staff to deliver player trials, training camps and practice sessions.
- Assist the Head Coach and Commission Lead in planning and delivering all aspects of a GB Lions National Team international match programme (i.e. outside of organised IFAF competitions).
- Lead and oversee the GB Lions National Team support staff, and to support their development.
- Monitor, evaluate and suggest improvements to the Commission Lead
- Maintain and demand the highest standards from staff, ensuring that a code of conduct is adhered to.
- Liaise with all the other parts of the BAFA National Programme, when and where necessary.
- Maintain excellent communication with, and report progress on a regular basis to the the Commission Lead.
- Provide a Review Report within one month of each tournament/competition/major event, or on an annual basis, whichever is more frequent.
- Be the first point of contact between GB Lions National Team staff members and the BAFA Commission Lead.
- Be well-briefed about any special needs of players and coaches (i.e. medical condition, disabilities, etc.).
- Sharing and disseminating good practice on the running of an American Football team, as and when necessary.
- To undertake other duties from time to time, as reasonably requested by BAFA .
- The Team Manager may delegate some, but not all, of these duties to other GB Lions National Team Staff, but retains the responsibility for the technical and operational aspects of the GB Lions National Team and decisions made in relation to the Team

## **Person Specification**

### Essential

- Outstanding commitment to development of British American Football.
- Highly developed level of professionalism.
- Excellent team leadership with the ability to inspire, enthuse and motivate others.
- Demonstrated ability to manage individual(s), groups and organizational interactions, especially in high stress situations.
- Outstanding commitment to equality and diversity.
- Highly developed organisational, administration and management skills, including the ability to delegate tasks to appropriate persons.
- Experience in managing finances, creating budgets, measuring spend vs. actual and reporting on all of the above.
- Highly developed communication and presentation skills (in both verbal/non-verbal and written formats).
- Well-developed active listening skills, showing an ability to take direction, as well as to direct.
- Good IT and administration skills; Microsoft Word for reports, Microsoft Excel for reports, and Microsoft PowerPoint for presentations.
- Full current passport.

Applicants who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered

In addition, a satisfactory BAFA DBS check will be required before the post-holder commences the position.

### **Desirable**

- Experience of working in a high-performance environment.
- A commitment to their own continued and innovative development.
- Ability to build positive personal relationships with staff in order for them to maximise their potential.
- Ability to build positive personal relationships with the coaches of elite players.
- Willingness to “work” irregular hours, and travel both within the UK and overseas (in agreement with BAFA), with overnight stays and weekend work.
- Knowledge of international competition rules and regulations.
- Attended appropriate safeguarding and equity training.
- Valid and current First Aid qualification.
- Clean and valid driving license.

This document is not contractual and may be subject to change following consultation with the post holder.

### **Remuneration**

This is an unpaid post, however reasonable expenses will be covered, on agreement with BAFA

### **Application Process**

Applications for this post should be submitted electronically. If you are interested in applying, please send a covering letter outlining your experience and skills for the job and a current C.V. to [steve.rains@britishamericanfootball.org](mailto:steve.rains@britishamericanfootball.org)

Should you have any questions on any part of the process, please contact BAFA Operations Director Steve Rains on 01305562803 or [steverains@britishamericanfootball.org](mailto:steverains@britishamericanfootball.org).

## **British American Football Association**

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### **Closing date**

The closing date for receipt of applications is midnight on Sunday 31 March 2019.

### **Selection Process and Timescales**

Following the close of applications, there will be a shortlisting session, using the criteria outlined within the Person Specification section of this document.

Successful candidates will then be invited to interview, these interviews will be held face-to-face or via Skype/Messenger.