



POSITION DESCRIPTION

JOB TITLE: NZRL Talent Development Programme; **Manager**

AGE GROUPS: 16s and 18s

FOUR (4) HUB LOCATIONS: Two (2) in Auckland, one (1) in Central North Island (Upper Central and Mid Central) and one (1) in Lower North and South Island (Wellington and South Island)

HOURS OF WORK: This role requires a commitment of 6 - 10 hours per week. Must be available for some evenings during the week, Saturday mornings and weekend camps over a 12 week period, from January 2019 to March 2019

REPORT TO: Hub Manager, Head Coach and National Talent Manager

New Zealand Rugby League:

Our Vision: Te Iwi Kiwi - Build a stronger family, community & game

Our Mission: To serve & lead our people to success through rugby league "more than just a game"

Our Values: Integrity, Respect, Leadership, Courage, Passion

NZRL and Rugby League is a proven performer on the World stage and as a community leader dedicated to affecting social change within our community through sport.

GENERAL DESCRIPTION:

Team Manager will be the key person responsible for liaising between the team and respective Hub Manager. As part of the management team you will be a role model for the players and other management staff members. There is an expectation that all management staff will adhere to the NZRL pledge and live these values.

KEY DATES:

Planning and induction dates:

20 / 21 October 2018

Commencement of programme: 24 / 25 November 2018

12 January – 31 March 2019*

**Will include some evenings and weekend commitments, dependant on location and hub*

Fixture dates

Weekends in March

Key Responsibilities:

- Maintain a current list of players in the squad along with appropriate contact details and health/emergency information
- Work with respective hub manager on all travel, accommodation, apparel and meal requirements for the team
- Assist team management in any reasonable manner to ensure the smooth operation of the team / campaign
- Where appropriate receive and return team equipment and uniforms to NZRL at completion of campaign to Hub Manager
- Co-ordinate the team photo with the designated photographer providing full names spelt correctly

KNOWLEDGE AND SKILLS REQUIRED:**Skills and Qualifications:**

- Holds a current and valid NZRL Level 1 Manager's certificate
- NZRL Zone 17s or Premier club level experience preferred
- A minimum of 3 years' experience in a relevant role
- The ability to plan and prioritise own tasks and activities
- Strong communication and organisation skills
- Leadership and diplomacy skills

Planning and Reporting:

- Submit training details if required – attendance, injuries etc.
- Submit a review at the end of the campaign
- Liaise with Hub Manager

Personal Attributes:

- Shows initiative and determination to finish all duties and specified tasks
- Highly motivated and determined to achieve any given task and/or challenges that you may face
- Flexible and understanding of different cultures and backgrounds when dealing with people
- Have a 'can do' attitude to all tasks and challenges
- Be honest in all dealings