

Team Managers' Manager

Reports to: Vice President and Committee

Purpose of Role:

The Team Managers' Manager provides coordination and support to all Team Managers, ensuring they have the information, resources and guidance needed to effectively manage their teams and maintain consistent Club standards.

Key Responsibilities:

- Recruit, induct and provide ongoing support to Team Managers.
- Act as the main point of contact between Team Managers and the Committee.
- Communicate key Club, league and game-day information and requirements.
- Provide Team Managers with relevant resources, templates and guidance.
- Support consistent team administration and Club standards across all teams.
- Assist Team Managers to resolve administrative or operational issues.
- Liaise with coaches, the Registrar and Committee on team-related matters.
- Coordinate Team Manager meetings, season requirements and end-of-season handovers.
- Identify common issues and opportunities for improvement and raise these with the Committee.

Skills & Desirable Characteristics:

- Hold current or willing to obtain a volunteer "Working with Children Check"
- Strong organisational and communication skills.
- Approachable, supportive and confident working with volunteers.
- Ability to coordinate and communicate with multiple teams and age groups.
- Good understanding of community football operations and team administration.
- Knowledge of, or willingness to learn, relevant league rules, regulations and Club procedures.
- Ability to problem-solve and provide practical guidance to Team Managers.
- Strong attention to detail and ability to manage information and deadlines.
- Previous experience as a Team Manager or in a similar Club role is highly desirable.