



POSITION:	Squash NT AJO Team Manager
REPORTS TO:	Squash NT Sports Development Manager & General Manager
Date:	18 th - 21 st January 2017

Introduction:

Squash NT (SNT) is the peak body for the sport in the Northern Territory. This role is to manage a SNT Team for the NT Australian Junior Open Team to Queensland. The individual championships are being held from Thursday the 18th of January until Sunday the 21st of January. Travel day prior and post of the event is still TBC.

You may be working with Squash Australia, Squash NT and NT based squash associations.

The role will report and work with the SNT Sports Development Manager (SNT SDM) and SNT General Manager. The role will be reimbursed pending approved budgeted expenses. These will be included in the budget and be agreed by SNT Board prior to travel.

Note that in the event that the SNT Board decides not to send a separate Team Manager, then the Coach will pick up the Manager's duties also.

Experience and qualifications:

Qualifications

Desirable but not a requirement: Hold a current Level 1 Coaching Certificate (or above)
NT Ochre Card or equivalent
Valid driver's licence

Experience

- Manager of a sporting or squash team that has attended a major tournament with a Junior Team
- Working with juniors.

Other Requirements

1. Be prepared to undertake a Criminal History Check
2. Must hold a valid Ochre card
3. The role must operate within the SNT Regulations

Skills and attributes:

- Demonstrated ability to manage junior squash players at a representative level;
- High level of organisational ability and time management;
- Outstanding interpersonal negotiation and leadership skills;
- Good communications skills with an ability to communicate effectively with junior players as well as SA Officials, SNT Officials, SNT SDM and SNT AJO Assistant Coach;
- High level of enthusiasm, energy and motivation;
- Ability to use Social Media whilst away to document the Juniors adventures.

- An ability to work both independently and as part of a team, including with Squash Australia, NT Regional Coaches, SNT SDM, SNT AJO Assistant Coach and Squash NT officials;

Duties and Responsibilities:

- Liaise with SNT EO, SNT SDM, to establish a complete budget that can be approved for the event.
- Coordinate with SNT EO the travel, accommodation, and transport and team players and officials.
- Arrange the ordering and purchase of team uniforms in liaison if necessary with SNT SDM and SNT EO if required.
- Provide weekly reports on actions and conduct meetings with team members (and guardians if applicable) and SNT EO to keep all informed on related matters at all times.
- Ensure all player nominations forms are completed and lodged with the SNT EO, along with any entry fees, prior to due date for nominations.
- Liaise with Tournament Organising Committee regarding playing times and pre-tournament training sessions.
- Liaise with appointed SNT SDM regarding training sessions and any activities.
- Travel to and from the tournament venue with team members on Squash NT sanctioned flights (if applicable).
- Be responsible for the supervision and well-being of team members for the duration of the Tournament, including participation at any official functions and other off court activities.
- Utilise social media to document the juniors adventures while away.
- All media requests and media releases need to be coordinated through the SNT Executive Officer prior to occurring. Information about the event needs to be provided in a timely manner to the Executive Officer to release to the media.
- The SNT AJO Team members must comply with the guidelines within SNT and work towards SNT Strategic Plan.
- Provide regular reporting to the SNT General Manager and SNT SDM through namely
 - Training and Team preparations progress fortnightly
 - an acquittal of all expenses against budget for the Trip within 30 days
 - daily updates of player results for the duration of the Tournament

HOW TO APPLY

Please email your expression of interest, by 5th November 2017, to Mithran (info@squashnt.com.au) explaining why you would be the perfect fit for this position.