

+ POSITION DESCRIPTION



This position description is current as of May 2023.

+ Job Title and Overview

Team Manager, 2023 Northern Territory Interschool Team.

This is a voluntary role, reporting to the Interschool NT subcommittee.

The Team Manager plays an integral role in the organisation and preparation of the Interschool NT Team before and during the Australian Championship.

In 2023 the EA Australian Interschool Championship will be held from the Thursday September 28, 2023 to Monday October 02, 2023 at the Werribee Park National Equestrian Centre in Victoria.

+ Eligibility

- 18 years of age or over
- current ENT member (any membership category)
- availability to attend the event
- current or willingness to obtain a Working with Children card

+ Key Responsibilities

Before the event

- act as the point of contact for the team (once announced)
- liaise and assist the committee on elements of the team management to be undertaken by the Team Manager during and after the event. This may include, but not limited to:
 - assist the committee to ensure team uniforms and other team merchandise is finalised before departure to the event.
 - assist parents/riders and/or committee with submissions of their Australian Interschool Championship nomination.

- attend pre-event meetings with the championship organising committee as required.
- act as a conduit between the Australian Championship organising committee and the committee to support the NT team and ensure that all documentation and arrangements are in place for the team to attend the Australian Championship.

During the event

- arrive at the venue no later than the day prior to the first day of the event commencing, to support team stable allocations and familiarisation with the grounds etc
- be present at the venue whilst any team member is competing and warming up prior to their class in accordance with Australian Championship requirements (excluding conflicts)
- conduct team meetings to ensure team is informed and engaged with the activities and responsibilities expected of them at the Australian Championship
- manage full team participation in any meetings, practice sessions
- attend all the Team Managers meetings with the Australian Championship organising committee
- ensure all team members are fully aware of and comply with the team requirements and team duties
- collate competition and practice arena draws and any other information on behalf of the team
- ensure all team members and parents/supporters are aware of their responsibilities under the EA Code of Conduct
- liaison with event management as required
- act as the team spokesperson if approached by the media supported by ENT where required
- notify the committee at the earliest possible time of the lodgment of any protest, either on behalf of, or against a team member
- notify the committee of any behavior that may reflect poorly on the team
- notify the committee of any serious injuries or any emergencies and complete incident report form
- ensure all team members are outfitted as per the agreed team uniform

Post event

- arrange a follow up team meeting to gain feedback of the event to provide report to the committee
- provide the committee with a post event report within 2 weeks of the completion of the event. The Report should include competition outcomes and any behavioral or other relevant manners

+ Skills and Knowledge Required

- an ability to provide leadership in team situations
- strong communication skills
- ability to handle conflict and manage/implement change
- strong planning and organisational skills and 'the ability to think on your feet'
- have an interest in the NT's representation at a national level
- a high level of knowledge and understanding of equestrian competition requirements

+ Personal Attributes

- personal and professional integrity
- set a positive example for behavioral standards and adhere to the EA Code of Conduct
- ability to make decisions in pressured environments

+ Working Conditions

Working Conditions	Details
Hours of work	<p>Leading up to the event the hours will be adhoc and often during the evenings.</p> <p>During the event the Team Manager will be required to work alongside the riders, parents and potentially coaches to oversee the business/administration aspects of the team during the event. This will include early starts and late finishes.</p>
Work environment	<p>The event is mostly conducted outdoors, and the Team Manager will be required to walk considerable distances each day.</p>
Travel requirements	<p>The Team Manager is expected to travel to the event with the team. Accommodation may be onsite if not the Team Manager will need to travel to the event grounds each day.</p>
On-call responsibilities	<p>During the event it is expected that the Team Manager is on-call for the duration of the event.</p>

+ Renumeration and Compensation

The successful candidate will be entitled to the following:

- a return airfare to the event
- reasonable accommodation costs, which may be shared or individual at the ENT’s Board direction
- daily living away from home allowance
- transport to and from the event and accommodation
- compulsory components of the NT uniform will be provided

+ For More Information

Contact the Interschool NT subcommittee

Email interschool@ent.org.au

