

Task Description



Title: Youth Lead on High Performance Logistics

Role purpose:

- The post holder will be responsible for the organisation and administration of and at international Youth tournaments (see below).
- Extent of duration covers the entire Youth campaign, pre-tournament preparation through to the closing ceremony, wrap up meeting and closure of accounts and reporting.

Experience: Experience working in complex, high-performance environments, preferably in the sports or cultural sector.

Qualifications: Degree or diploma in Sports Management or Project Management, or similar is desirable.

Hours required: 1-2 or more hours per week.

Key dates: TBC

Reports to: Head of Elite Logistics and ultimately the High Performance Director

Team: High Performance team.

Locations: Work from home; working away from home for both England training and tournament.

Contract type: One-year term

Salary: Part of the #OneEngland Rewards & Recognition Scheme. Essentially this is a voluntary role with expenses payable (if applicable and agreed in advance by the High Performance Team). In addition, there is a training and touring apparel allowance plus training kit and equipment also provided. Questions relating to expenses for individual tournament should be directed to Ben Powell (High Performance Director - Ben@englandtouch.org.uk).

How to apply:

In order to apply we ask that all applicants read the information above carefully and study the 'Skills and Qualities' and the 'Scope of roles/key elements' sections below to determine your suitability.

Please click on the following link to complete the online application form: [England Touch High Performance Application Form](#)

If you have any questions about the application either prior to submitting or after submission, please email Ben@englandtouch.org.uk.

We aim to acknowledge your application within 7 days of receipt. The High Performance Panel meets regularly, and we will advise on the outcome of your application as soon as possible.

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Skills and Qualities:

Person specification
Adept at managing projects with tight deadline requirements
Ability to work well and be calm under pressure
Ability to work with a range of stakeholders: National Open's coaches; the High Performance and Technical Teams at England Touch; the Medical, Sports Science and S&C teams at England Touch; Apparel team
Ability to engage and understand your audience and act with diplomacy (including ability to communicate messages from management in professional manner)
Approachable from ability to form strong relationships and go out of their way for others
Strong written and verbal communication skills
Ability to deliver through others
Excellent organisation skills and IT skills
Ability to troubleshoot, adapt and problem solve on the run

Scope of job/key elements:

Main duties and job accountabilities	Measures and input required
To lead in the arrangements of transport, accommodation and co-ordination of players, coaches and support staff at England camps and international tournaments	Work with Head of Elite Logistics – Operations and Administration; ensure all requirements for tour group are catered for
Liaise with event organiser to ensure all administrative and financial timelines are met, communicating these requirements to HP Team, players and coaches via team managers.	Event deadlines are met.
Liaising with the Apparel team to ensure kit ordering and arrival meets with tournament deadlines, and organising any additional training clothing for the support staff and managers.	All HP staff and players are in the correct kit.
To be responsible for the safety of all participants during tournaments.	Work with coaches, Medical staff and HPD to ensure safety of all tour party members at all times.
To liaise with the High Performance Director and Managers regarding the selected players' personal contribution payments and ensure these are all correct and paid on time.	Work with coaches, Medical staff and HPD to ensure safety of all tour party members at all times.
Deal with all administration around international competitions.	Work with HP Manager – Finance and Payments to track and chase. Attend relevant ETA and tour management meetings

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Work with the High Performance Director to appoint Team Operations Managers and brief in full on their responsibilities.	All payments and registrations completed on time
Any other duties appropriate to the role, as directed by the High Performance Director.	All payments and registrations completed on time
Produce post event surveys and analysis.	Help compile surveys, collate responses, and conduct data analysis on the information received. Put together a summary of the outcomes. Use the data to input into strategic planning for future tournaments.