

# ENGLAND LACROSSE ROLE DESCRIPTION



## NATIONAL ACADEMY MANAGER

**Title:** National Academy manager

**Location:** Bisham Abbey, Marlow Road, Bisham, Marlow, SL7 1RR

**Responsible to:** Lead for the National Talent Pathway

**Issue Date:** June 2023

### Role Summary

To assist in the planning and lead on the delivery of a world class operations plan for the National Academy programme.

### Duties and Responsibilities:

- Work with the Talent Pathway Lead and Head Coach at all stages of planning and execution for the Programme.
- Manage Programme logistics in conjunction with England Lacrosse's Talent and Performance Administrator.
- Execute logistics for the training programme and in the build-up and during Programme tours.
- Work with the Talent and Performance administrator to collect and distribute Programme information for England Lacrosse and additional Partners and Stakeholders.
- Attend meetings as and when required.
- Provide relevant reports and information when required.
- Act as the Safeguarding and welfare officer, attending training as and when required.
- Management of HR documentation for the National Academy coaching team.
- Attend all National academy residential weekends.

## ENGLAND LACROSSE

# ENGLAND LACROSSE ROLE DESCRIPTION



## NATIONAL ACADEMY MANAGER

### Person Specification

#### Experience

- Experience of leading teams and effecting logistics plans.
- Proven ability to work within a set budget.
- Experience producing planning documents and reports.
- Coordinating and overseeing volunteers.

#### Knowledge

- Understanding of wider team roles – sports science, medical, performance analysis.
- UK Anti-Doping framework.
- Safeguarding Policy and Procedure in sport.
- General Data Protection Policy and Procedure.

#### Skills & Abilities

- Ability to build strong working relationships with EL staff and volunteers.
- Act professionally, demonstrating integrity and taking accountability.
- Excellent communication skills, verbal and written.
- Excellent organisational and planning skills.
- Demonstrates the ability to lead a team and or groups.
- Ability to work to multiple deadlines.
- Able to work independently as well as being part of a team.

#### Personal Disposition

- Comfortable with handling confidential information and sensitive situations.
- Must have an extremely positive approach to both work and life.
- Willing to work irregular hours and travel extensively both within the UK and overseas.
- Overnight stays and weekend work required.
- Promotes and demonstrates anti-discriminatory practice.
- Sets high standards and strives for continuous improvement in self and others.

#### Qualifications

- Current First Aid Certificate.
- Clear DBS Check.
- UK Coaching Safeguarding & Protecting Children - needs to be taken within the last 3 years.

## ENGLAND LACROSSE

# ENGLAND LACROSSE ROLE DESCRIPTION



## NATIONAL ACADEMY MANAGER

### National Academy dates

Bisham Abbey (Residential)

2<sup>nd</sup> & 3<sup>rd</sup> September 2023

14<sup>th</sup> & 15<sup>th</sup> October 2023

6<sup>th</sup> & 7<sup>th</sup> January 2023

23<sup>rd</sup> & 24<sup>th</sup> March 2023

## ENGLAND LACROSSE

[www.englishlacrosse.co.uk](http://www.englishlacrosse.co.uk) | National Squash Centre, Rowsley Street, Manchester, M11 3FF | 0161 974 7757 | [info@englishlacrosse.co.uk](mailto:info@englishlacrosse.co.uk)

Registered Company No. 3476816