

ENGLAND LACROSSE ROLE DESCRIPTION



REGIONAL ACADEMY MANAGER

Title: Regional Academy manager

Location: Various locations across England (please see details below)

Responsible to: Lead for the National Talent Pathway

Issue Date: June 2023

Role Summary

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

Duties and Responsibilities:

- Work with the Talent & Performance administrator and Head Coach at all stages of planning and execution for the Programme.
- To conduct administrative tasks and responsibilities as outlined by the Talent Coordinator and Talent Administrator.
- Oversee management of kit/equipment as per direction of England Lacrosse Talent & Performance administrator e.g. collection, transport, stock-take
- Communicate with deployed coaching staff prior to camp to disseminate relevant information and make appropriate introductions
- Ensure brand presence is maintained, following guidance provided from England Lacrosse marketing team
- Adhere to England Lacrosse Policies, Procedures, Code of Ethics and values
- 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 Regional Academy coaching team.

ENGLAND LACROSSE

www.englishlacrosse.co.uk | National Squash Centre, Rowsley Street, Manchester, M11 3FF | 0161 974 7757 | info@englishlacrosse.co.uk

Registered Company No. 3476816

ENGLAND LACROSSE ROLE DESCRIPTION



REGIONAL ACADEMY MANAGER

Person Specification

Experience

- Experience of effecting logistics plans.
- Experience producing planning documents and reports.
- Coordinating and overseeing volunteers.

Knowledge

- 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.
- 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



REGIONAL ACADEMY MANAGER

Regional Academy locations and dates

London South – Kings College, Guildford

21st, 22nd & 23rd July 2023

28th & 29th October 2023

10th & 11th February 2024

14th April 2024

London Central – Cobham Lacrosse Club

19th, 20th 21st August 2023

21st & 22nd October 2023

17th & 18th February 2024

14th April 2023

London North – Abbots Hill School, Hemel

19th, 20th 21st August 2023

21st & 22nd October 2023

17th & 18th February 2024

14th April 2023

South West – Cheltenham Ladies College

19th, 20th 21st August 2023

21st & 22nd October 2023

10th & 11th February 2024

14th April 2024

North of England – The Armitage Centre, Manchester

21st, 22nd & 23rd July 2023

28th & 29th October 2023

10th & 11th February 2024

14th April 2024

ENGLAND LACROSSE

www.englishlacrosse.co.uk | National Squash Centre, Rowsley Street, Manchester, M11 3FF | 0161 974 7757 | info@englishlacrosse.co.uk

Registered Company No. 3476816