

England



Angling Trust Team England Fly Fishing (AT TEFF)

Bank Team Manager

Role Description & Person Specification



Introduction

Responsible to the AT TEFF Executive Officer - Bank, the Angling Trust Team England Bank Team Manager is the principal organiser and co-ordinator for England's Bank team.

Main Duties

1. To be the primary organiser for all Bank team matters.
2. Provide AT TEFF Executive and other appropriate officials with a detailed Budget of all events planned in the execution of this role. No expenditure is allowed until formal approval of the budget has been authorised by the AT TEFF Executive.
3. Managing the expenditure to the AT & AT TEFF agreed budget. Expenditure in excess of the agreed budget will only be accepted in exceptional circumstances
4. To report regularly updates of the expenditure as they are both committed to and finalised.
5. To attend the relevant National Final and International.
6. To communicate with team members on their responsibilities, finances and obligations
7. To issue and ensure completion of the AT Team Member Agreement / contract.
8. To compile adequate personal information of team members to enable an effective response should any personal emergency occur to a team member.
9. To organise practice, development sessions and squad days for the teams.
10. To brief the team captains on their duties.
11. To assist and oversee the team captain's preparation of an effective practice plan and match day tactics
12. To maintain team discipline.
13. To ensure that captain and team members are aware of the competition rules.
14. To chair team meetings, and promote morale and team endeavour.
15. To attend meetings as required (some online, others at the international venues)
16. To represent AT TEFF at meetings with the Bank International Committee.
17. To provide reports and budgets, match results and press releases
18. To be a member of the Angling Trust.
19. To provide any other reasonable duties as requested by AT TEFF exec.

When England host the Bank International the following duties will also be part of the role. These duties will be shared by both the Bank Team Manager and the Bank Qualifier & National Coordinator.

1. To be the primary point of contact for all Bank team matters.
2. Being the primary organiser and point of contact for all AT TEFF Bank international matters, responsible to the AT TEFF Executive.
3. Acting as the primary organiser and point of contact for all matters relating to the organisation and hosting of the Bank International, responsible to AT TEFF Executive.
4. Produce a budget forecast for the Bank International
5. Attending the relevant international event.
6. Communication with the AT TEFF Executive and other International Officials e.g., advising them of the arrangements, responsibilities, financial commitments and obligations to sponsors.
7. Liaison with Hotels, Fisheries, AT TEFF Bank Qualifier & National Coordinator, the organising and booking of hotels, Controllers etc.
8. Briefing AT TEFF Executive on the International arrangements, hospitality for guests and sponsors etc.
9. Providing responsive reports and information to the AT TEFF Executive.

Compliance

1. To comply with and adhere to all AT TEFF & Angling Trust corporate governance requirements, policies and procedures.

AT TEFF BANK TEAM MANAGER PERSON SPECIFICATION

REQUIREMENTS	DESIRABLE
Role Knowledge/ Skills/Aptitudes	Use of social media and web systems Working knowledge & understanding of current Competitive Fly-Fishing Championships
Personal Qualities	A strong sense of ethics & fair play Good interpersonal skills Pro-active Team leader/player A great motivator focused on achievements and delivery of results. Able to work both independently and as part of a team. Organised, proactive, conscientious and reliable.
Circumstances	Driving licence & own transport. Willing to travel Able to dedicate volunteer time and personal resources to role