

LEAD REGIONAL COMPETITIONS MANAGER - SOUTH EAST



ROLE DESCRIPTION (VOLUNTARY)

ROLE DETAILS

Job Title: Lead Regional Competitions Manager – South East
Directorate: Operations
Responsible to: Head of Competitions
Direct supervision: 8 posts maximum
Indirect supervision: N/A (will apply if devolved at county level)

ROLE MISSION

Manage and control all Tchoukball UK Competitions in the South East Region and support and mentor competitions staff in the South West and London regions to provide players of all abilities with the opportunity to compete.

ROLE COMMITMENT

The estimated commitment is as follows:

Total commitment: Low (average 1 hour / week, intensively at events)
Response: High (short notice required over email / mobile phone)
Attendance: Medium (up to 5 days per year)
Legal considerations: DBS requirements, privacy and consent of images

ROLE DETAIL

The South East Competitions Manager is responsible for the running of all competitions in the Tchoukball UK South East region. Currently this is the South East Regional League and the Domini Fox Tournament; both high profile and highly resourced competitions. The role will also involve assisting and advising new neighbouring regions with their competition structure should these regions develop to the extent that they are running their own competitions

ROLE DUTIES

Typical duties for this role are:

- Work with South East Region clubs to ensure all club representatives are well informed of events and fixtures at all times.
 - Manage and organise all equipment for South East Region competitions and request replacement and repairs where necessary
 - Manage the booking of local facilities to ensure the best rates and availability for Tchoukball UK.
 - Report progress and incidents on the regional competitions to the Head of Competitions as required.
 - Ensure all regional competitions are properly risk assessed.
 - Manage clubs and officials from clubs on competition days to ensure that all Tchoukball UK matches are recorded accurately and fairly.
 - Produce written reports as necessary.
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