



**AUSCYCLING**

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**State and Territory**

**Team: Position**

**Descriptions**

### Position Description

<b>Position Title</b>	State and Territory Team Manager
<b>Function / Team</b>	Sport Development
<b>Employment Type</b>	Voluntary
<b>Reports To</b>	State/Territory General Manager (or delegate)
<b>Location</b>	Flexible

<b>AusCycling</b>	Formed in 2020, AusCycling is Australia's peak body representing all disciplines of cycling. Our vision is to make Australia a nation of bike riders, making cycling the largest participation activity and Olympic sport in Australia, through delivery of a diverse range of benefits for all riders across the nation.
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<b>Position Purpose</b>	<p>The Team Manager is responsible for:</p> <ul style="list-style-type: none"> <li>• Administration and management of the team; and</li> <li>• Welfare of all the State or Territory team members and officials during team training and from the time of team departure to event location until the return of the team to home.</li> </ul>
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<b>Responsibilities</b>	<p>The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all responsibilities:</p> <p><b>Event Attendance</b></p> <ul style="list-style-type: none"> <li>• Attendance at Team Training</li> <li>• Attendance at State/Territory Championships</li> <li>• Attendance at the National Championships</li> <li>• Attendance at other events as designated by the State/Territory GM.</li> </ul> <p><b>Pre-Event Management</b></p> <ul style="list-style-type: none"> <li>• Acting as the primary contact for all team members.</li> <li>• Planning and booking of team travel.</li> <li>• Leading all team administration including maintenance of the budget, ordering clothing, planning travel.</li> <li>• Liaising with the State/Territory office to do all the above.</li> </ul> <p><b>Athletes/Parents/Coaches and Officials regarding:</b></p> <ul style="list-style-type: none"> <li>• Providing training and event information (e.g., travel, accommodation and details).</li> <li>• Providing all team members requirements of what they will require during the Championships.</li> <li>• Collection of Team Agreements.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Attending and assisting with the organisation of any team functions (if applicable).</li> <li>• Ensuring all equipment that is required will be at the event.</li> </ul> <p><b>During the Event</b></p> <ul style="list-style-type: none"> <li>• Responsible for the welfare and safety of the team from the moment they join the team to when they return.</li> <li>• Administering team rules and code of conduct.</li> <li>• Liaising with all team members, coaches and officials to ensure the needs of athletes are met.</li> <li>• Acting as liaison officer between the Commissaires the coach and the team.</li> <li>• Adjudicating any problems that may arise amongst athletes, coaches, or officials.</li> <li>• Liaising with AusCycling regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.</li> <li>• Being responsible for all financial details, including collecting receipts and meeting budget requirements.</li> <li>• Organising meal arrangements in liaison with the coach or other officials.</li> <li>• Ensuring riders have the equipment they require.</li> <li>• Acting as a spokesperson for the team at official functions, receptions.</li> </ul> <p>After the Event</p> <ul style="list-style-type: none"> <li>• Returning all equipment.</li> <li>• Providing a written report to AusCycling.</li> </ul>
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<p><b>Key Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>• Ensure that there is a welcome and inclusive environment for all team members.</li> <li>• Ensuring that there is always a child safe environment.</li> <li>• Work collaboratively with AusCycling and other team management to foster positive experiences for all stakeholders.</li> <li>• Build a strong functional team environment that is welcoming and inclusive.</li> <li>• Consistently uphold and promote the AusCycling organisational values.</li> <li>• Ensure all delivery requirements relating to participants, and AusCycling at events are met.</li> </ul>
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<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Commissaire Accreditation in the discipline (or equivalent).</li> </ul>
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<p><b>Skills, Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant knowledge of the discipline which the individual is managing.</li> <li>• Ability to communicate effectively (verbally and in writing) with a wide range of stakeholders, both internally and externally, in a professional and ethical manner. Past</li> </ul>
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	<p>proven experience working with stakeholders and managing teams.</p> <ul style="list-style-type: none"> <li>• Excellent time management, organisation and planning skills, with an ability to manage complex tasks, challenging projects and competing deadlines concurrently.</li> <li>• Proven ability to work as part of a team.</li> <li>• Excellent computer literacy and administrative skills.</li> <li>• Excellent record keeping, documentation, and report writing skills.</li> <li>• A comprehensive understanding of the rules of the discipline.</li> </ul>
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<b>Key Behaviours</b>	<ul style="list-style-type: none"> <li>• A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team.</li> <li>• Friendly, approachable, patient and professional manner.</li> <li>• Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach.</li> <li>• Customer/member focussed, able to understand other perspectives and strives to enhance and deliver an outstanding team member experience.</li> <li>• Takes responsibility for own actions, exercises initiative and is proactive in solving problems to see issues through.</li> <li>• A team player, works effectively with others, collaborates and shares information to build collective knowledge.</li> <li>• Is inclusive in approach, and always shows respect for all others.</li> <li>• Committed to continuous improvement, and the organisational development of AusCycling.</li> </ul>
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<b>Notes</b>	<p>This role requires the individual to hold and maintain:</p> <ul style="list-style-type: none"> <li>• Working With Children Clearance (or equivalent);</li> <li>• Play by the Rules Child Protection Certification;</li> <li>• COVID-19 Infection Control Training; and</li> <li>• a drivers licence.</li> <li>• At minimum a current AusCycling Non-Riding Membership.</li> </ul> <p>This role will also be required to sign an AusCycling No-Doping Declaration.</p> <p>Holding first aid accreditation of HLTAID003 is highly recommended.</p> <p>This role also requires availability on weekends, public holidays and out of hours.</p> <p>The team manager may be required to share a room with a Chaperone, the coach, mechanic or another accompanying adult.</p>
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<b>Insurance</b>	This role is covered by AusCycling insurance. Full details can be found at: <a href="https://vinsurancegroup.com/auscycling/wp-content/uploads/sites/27/2021/01/2020-2022_AusCycle_SummaryOfCover_Individual-2.pdf">https://vinsurancegroup.com/auscycling/wp-content/uploads/sites/27/2021/01/2020-2022_AusCycle_SummaryOfCover_Individual-2.pdf</a>
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AusCycling values and strives to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.