



ROLE DESCRIPTION – ENGLAND U20 WOMEN’S TEAM MANAGER

ROLE TITLE	England U20 Women’s Team Manager
REPORTS TO	Indoor Performance Director
DIRECT RESPONSIBILITY FOR	England Under 20 Women Athletes
BASED AT	Remote

ROLE PURPOSE

- To lead the coordination and administration of a designated England national team squad.
- To ensure the holistic wellbeing of all athletes by leading on safeguarding, wellbeing and lifestyle guidance.

KEY RESPONSIBILITIES

- To uphold the values of Volleyball England, as outlined in the Code of Conduct, demonstrate these in all communications and activities and be an example thereof to others in the community.

PLAYER WELFARE

- Act as the designated safeguarding lead for the team, ensuring compliance with Volleyball England’s safeguarding policies.
- Respond to and report any concerns related to player welfare, abuse, or misconduct.
- Monitor and support the mental, emotional, and physical wellbeing of athletes.
 - Get to know the athletes and their personal circumstances.
 - Identify athletes who need additional support (e.g. funding, travel to camps) to help them remain on the talent pathway.
- Provide a safe and inclusive environment that promotes psychological safety and respect.
- Support athletes in balancing sport, education, and personal life.
- Provide guidance on nutrition, sleep, time management and social media use.
- Encourage positive habits and routines that contribute to long-term athlete development.
- Promote a culture of respect, inclusion and belonging across the squad.

- Ensure all welfare-related incidents or concerns are documented and reported promptly using the official Volleyball England reporting procedures.
- Promote All in, All us ethos and the athlete code of conduct and tackle any discretions.

COORDINATION, ADMINISTRATION AND LOGISTICS

- Be the point of contact with the HUB for the coordination and administration of the squad.
- Schedule regular staff meetings with the HUB, ensuring clear agendas, action tracking, and follow-ups.
- Coordinate all off-court activities during camps and competitions, including supervising down time.
- Coordinate feedback to athletes using Perfbook system.
- Act as a key point of contact for parents, guardians, and carers.
- Manage the distribution and upkeep of kit for staff and players.
- Attend training camps, competition and talent identification activities.
- Contribute to decision-making process on grant awards to athletes such as TASS, DiSE, Sports Aid and Backing the Best.
- Apply the Volleyball England selection policy consistently across all squad training and competition selections, ensuring transparency and fairness.
- Work closely with the coaching and HUB staff to plan, monitor and evaluate the programme ensuring that the budget for the programme is managed efficiently.
- Support athletes in accessing funding opportunities in collaboration with the Hub team.

EXTERNAL ACTIVITIES

- To never use your England Talent position to attempt to recruit players to a volleyball club, academy, or education institution.
- To never use your England Talent position to further personal or private business ventures.
- To abide by the following when operating private camps, clinics, and other non-Volleyball England events or activities:
 - No promotion using your England Talent role
 - No naming or referring to the event/activity in a way that could be interpreted as indicating it is either run by or associated with Volleyball England (e.g. using “England” or “English”)
 - No use of Volleyball England images/logos or kit/apparel
 - No use of England Talent data (contact info, social media, etc) to promote such activities (this is a GDPR violation).

PERSONAL REQUIREMENTS

- A current enhanced DBS Check with Barred List carried out through Volleyball England (costs covered by Volleyball England).
- Have a current Volleyball England Safeguarding Adults and Children in Volleyball award (costs covered by Volleyball England).

- A current/in-date Emergency First Aid at Work qualification (typically valid for three years).
- To have attended Time to Listen workshop in the last three years or within three months of starting the role. (costs covered by Volleyball England).
- To have a UKAD up-to-date Coach Clean certificate or Introduction to Clean Sport certificate, or complete either course within three months of starting the role.
- To have read UKAD Protecting Sport Clean Sport Essentials.
- To have an understanding and appreciation of the need to respect confidentiality and manage data in accordance with General Data Protection Regulations (GDPR).
- To complete (or have completed) the Volleyball England Talent induction programme.

FURTHER DETAILS

ROLE TITLE	U20 Women's National Team Manager
REMUNERATION	This is a voluntary role. Reasonable out-of-pocket expenses will be reimbursed in line with the Volleyball England expense claim policy.
TENURE	Four years, with annual review.
HOURS	As necessary.
NOTICE PERIOD	Four weeks.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on www.volleyballengland.org.

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

HOW TO APPLY

To apply for this role, please send your CV and a covering letter to jobs@volleyballengland.org. and complete the equal opportunity questionnaire by [clicking here](#).

Applications close at **5pm on Monday 17th November 2025**.