

ROLE DESCRIPTION

Role title:	U20 Men's Team Manager Hampshire Representative Rugby
Estimated time commitment:	8-12 hours per month
Length of tenure:	3 Years
Requirements:	RFU DBS RFU Headcase concussion training

POSITION IN HAMPSHIRE RFU

Responsible to:	Club Hampshire Lead (Representative Rugby) / Deputy Director Youth Rugby
Direct Reports:	None

PART 1: ROLE SPECIFICATION

MAIN PURPOSE OF ROLE

The Team Manager for Hampshire Representative Rugby plays a vital role in delivering a well-organised, safe, and enjoyable representative rugby programme. Acting as the logistical and administrative lead for the assigned Hampshire Representative team, the Team Manager works closely with Lead Coaches and other stakeholders to manage fixtures, training, venues, and matchday operations, ensuring high standards of organisation and welfare.

They serve as the central point of contact for players, parents (where applicable), coaches, and clubs, providing clear and timely communication, including pre-season inductions and regular updates.

The role prioritises safeguarding and player welfare, ensuring compliance with RFU policies and maintaining accurate medical and emergency records. Supporting team selection, tracking attendance, and fostering a collaborative team environment, the Team Manager helps create a positive, values-driven experience that supports player development and upholds Hampshire RFU's strong reputation.

The post will also contribute to the delivery of Hampshire RFU's vision and mission and always demonstrate its core values & behaviours [Link](#)

KEY RESPONSIBILITIES

1. Operational & Logistical Management

- Develop and manage the season's fixtures, training events and key dates in collaboration with the Lead Coaches and seek approval from the Club Hampshire Lead.
- Secure appropriate venues, medical provision and kit for all sessions and matchdays.
- Lead matchday operations, liaising with opposition teams, referees, and host venues to ensure smooth delivery and positive experiences.

2. Communication & Stakeholder Engagement

- Act as the central point of contact for players, parents (if applicable), coaches and club / school / university (if applicable) contacts.
- Provide clear, timely communication using Club Hampshire templates about selections, training schedules, fixtures, and expectations.
- Facilitate a structured pre-season induction to players and parents to outline the programme aims, values and ethos.

3. Player Welfare & Safeguarding

- Ensure all safeguarding procedures are followed, including appropriate management of injuries, incidents and concerns.
- Maintain up-to-date records of player medical details and emergency contacts in line with GDPR.
- Ensure RFU Headcase (concussion) and safeguarding policies are embedded in practice.

4. Team & Staff Coordination

- Collaborate with Lead Coaches to deliver a player-centred experience that reflects Hampshire RFU's coaching philosophy and development pathway.
- Support the transparent selection process and assist with tracking player attendance and availability.
- Foster positive collaboration between the coaching team, medical staff, and wider Club Hampshire representatives to promote shared values and continuous improvement.

PART 2: PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Strong organisational and administrative skills.
- Excellent communicator, confident working with young people, parents (if applicable), coaches and other stakeholders.
- Team player with a collaborative mindset and positive approach.
- Commitment to safeguarding and player welfare.
- Available for key training sessions, fixtures and planning meetings across the season.
- RFU DBS Clearance (or willing to obtain).
- RFU “Play it Safe” Safeguarding Qualification (or willing to complete upon appointment).
- RFU Headcase concussion training and Introduction to Safeguarding e-learning (online, pre-appointment)

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience managing sports teams, ideally in a youth or representative setting.
- Understanding of the rugby player development pathway (club, school, DPP, PDG, CB, etc.)
- Passionate about supporting young players to achieve their potential in a positive, values-driven environment.

ROLE DESCRIPTION APPROVAL AND SIGN OFF

Requesting Director(s): Deputy Director Youth Rugby

Director of People: Hannah Avoth

Date: Updated 7 Sept 2026