

**SPORTCHEER SCOTLAND
NATIONAL TEAM
NATIONAL TEAM MANAGER ROLE DESCRIPTION**

ROLE DESCRIPTION

Role Title: National Team Manager

Location: Centre 81, 2-6 Braes Avenue, Whitecrook, Clydebank, G81 1DU

Position Type: Self-Employed (temporary)

Duration/Term: June 2025 – May 2026

Payment: To be agreed upon appointment

Responsible to: SportCheer Scotland National Team Director

Role Summary

The National Team Manager will manage the affairs of Team Scotland including but not limited to, working with and supporting coaches as a point of contact between them and SportCheer Scotland, a point of contact for parents regarding Team Scotland and all issues relating to it i.e. absences from practice, payments, updates on training times, performance times. Any questions or comments regarding to Team Scotland will be directed to the National Team Manager. The Manager will not be expected to attend every training session but will attend most in order to assist in the coordination of the team. The National Team Manager will also be expected to attend ICU World Cheerleading Championships and continue to support the teams competing.

Main Responsibilities

The National Team Manager will manage the affairs of Team Scotland including but not limited to;

- Supporting and managing all teams and coaches associated with the National Team
- Supervise and delegate tasks to the National Team Assistant Manager
- Working to ensure all trip payments and communications are completed in a timely fashion
- Working with the rest of the National Team & Head Coaches to ensure all uniform and props are paid for, ordered and delivered to athletes
- Working with Fundraising Manager / Committee and Coaches to ensure adequate funds for purchase of music, uniform and props.
- Discuss and monitor spend from all Teams in line with budget issued by National Team Director and SportCheer Scotland Board.
- Abide by ICU code of conduct and representing SportCheer Scotland in a professional manner
- Attending Team Scotland events i.e. fundraisers and performances in support of the wider Team
- Regularly attending training sessions to support coaches, athletes and parents
- Hosting meetings for parents (online or in person) to provide on channel of communication
- Be available regularly via email to communicate details with parents

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- Support fundraising committee on organising events
- Arrange and attend showcase opportunities for athletes
- Arrange communications via a monthly newsletter to keep parents up to date with all information
- Staying up to date with deadlines – including with training kits, costumes and order deadlines
- Manage and oversee Team Scotland social media accounts
- Traveling to ICU championships with Team Scotland to assist in the support and performance of the athletes at both training and competition. Please note you will be expected to be there as a National Team volunteer. There will be set days where you are required to remain at a certain locations. Any days with family or “off duty” must be pre-arranged prior to departing Scotland.

Responsibilities of this role will evolve during the season and it is likely that the role description will evolve with the changing needs of the National Team.

Skills and Experience required:

- Individuals should have enthusiasm and enjoy working with children and young people.
- Good communication skills
- Be forward thinking and take initiative
- Planning and organisation skills
- Experience of managing a team or group of people if preferred.
- Experience and/or knowledge of allstar cheerleading team management requirements including rules, music licencing, costumes etc.
- Agreement to join PVG Scheme.

Application Process:

Interested applicants should complete the online application form by clicking [here](#). The National Team Committee will consider all applications and report their decision as soon as possible. The deadline for applications is Saturday 31st May 11.59pm.