**JOB DESCRIPTION – National Squad Administrator**

**Vision**

To provide accurate, diligent and timely administrative support to the Open and Senior international teams that enables Scottish Touch to reach its potential in international competitions.

**Reporting to:** STA National Squad Committee.

**Responsibilities**

To:

* be an active member of the National Squad Committee (NSC):
  1. **Open Touch Co-Ordinator** oversees sporting issues relating to the 3 o*pen* Squads
  2. **Senior Touch Co-Ordinator** oversees sporting issues relating to the *senior* Squads
  3. **National Squad Co-Ordinator** deals with logistical and administrative issues relating to all squads and co-ordinates *external* communications with outside stakeholders such as organising committees, venues and partners etc.
  4. **National Squad Director** (to be appointed)oversees the NSC
  5. **National Squad Administrator** (this role) deals with the below tasks.
* maintain a database of players considered or selected for international involvement
* establish effective internal communication lines with all players to inform them of key information regarding their involvement in international teams (information provided by the NSC)
* communicate, monitor and follow-up player payments and/or requests for information, maintain database of relevant payments/information and report issues to relevant Open or Senior Touch Co-Ordinator
* undertake basic management of the STA national squad bank account functions and payments
* strive for improvements, innovations and new policies to improve all forms of national squad internal communication and administration
* ensure that all of the above are carried out in accordance with FIT and STA policies and codes of conduct and with any tournament rules laid down by EFT.

**Required personal attributes**

Highly effective organisation and administrative capabilities, together with a good understanding of basic financial organisation, database management and email.

Dedication and a good work ethic to stay on top of the administrative requirements and maintain a smooth operation of national squad organisation without missed deadlines, payments or miscommunication with players/coaches.

**Key Information**

This role is critical for the smooth operation of the STA national teams and must be filled in the lead up to the Touch World Cup 2019.

The STA will consider individuals for this role who are players, coaches or referees, even if you are involved with Touch World Cup 2019. Non-players/coaches/referees are equally able to apply.