**EUSA Games Team Manager for LSE Table Tennis (LSE student volunteer role)**

**ROLE DESCRIPTION**

**Supported by:** Student Activities Manager

**Main purpose:**

* To provide administrative support to the LSE Men’s Table Tennis team who have qualified for the European Universities Games in Zagreb in July 2016.
* To produce communication content to celebrate and promote the club and the tournament

**Overview of role:**

We are looking for a volunteer who has an interest in managing a sports team at a major international competition. You will work with and support the Men’s Table Tennis Team to ensure they adhere to all EUSA guidelines both before, during and after their time competing in the Games (see separate EUSA Guidelines document).

**Responsibilities:**

* Liaison with BUCS, LSE Students’ Union and LSE Men’s Table Tennis team before, during and after the event
* Administrative functions such as arrival and departure schedules, team member details, athlete whereabouts, results collation, etc.
* Arranging team transport for training and competition
* Organising catering requirements outside designated mealtimes
* Maintaining accurate team training and competition schedules
* Liaison with the relevant sports desks
* Liaison with the accommodation contact
* Ensuring athlete and staff adherence to the Team Members Agreement/Code of Conduct

**Skills and Qualities:**

* Experience of leading a sports team, society or student group
* Organised and reliable
* Flexible approach
* Experience of working with social media and writing blogs would be useful, but not essential

**Benefits:**

* Food, accommodation and travel expenses will be covered from the time you leave the UK on 17th July until the time you return on 24th July. You will be provided with an additional stipend of £350 for carrying out the responsibilities outlined above
* Extensive training and support will be provided before and during the event from both BUCS and LSESU
* If you are a continuing student, you will also be offered additional training through our Beyond the Classroom skills training programme.

**Training:**

The successful volunteer will be given mentoring and support to help them to carry out their role effectively. **There will be a training day on Friday 20th May at King’s College London, from approximately 10am-3pm, and attendance by LSE is compulsory**. Please let us know in your application if this will be a problem.

**Times and Commitment:**

You will need to be available to fly to Croatia on 17th July and return on 24th July with the team. You will need to have a valid passport and have confirmation that you can obtain a valid visa for Croatia for these dates.

**Location:**

Zagreb, Croatia