

Ignite 7s Women's Team Manager

The Ignite 7s tournament is an initiative designed to identify and showcase emerging talent, serving as a critical step in the national talent pathway for wāhine rugby. We're seeking an organised, reliable, and people-focused Team Manager to lead operations and day to day logistics. The Team Manager plays a critical behind-the-scenes role, ensuring that everything runs smoothly for players, coaches, and staff, you'll be a central figure in making this initiative a success

The Purpose of this initiative is to.

- Provide an understanding of high-performance foundations, first exposure to a performance environment
- Development of people and skill set both players and management
- Talent Identification and Development of our emerging talent

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Tauranga	Women's High Performance	NZR Women's HP Pathways Manager	Voluntary (4 th -8 th November)	nil	nil
Key Stakeholder Groups NZR Rugby Operations Manager (Team Services), NZR High-Performance Talent Identification Manager, NZR High-Performance Pathways Manager, Black Ferns 7s Management					

What You Do

- Act as the central communication point between players, staff, parents/whānau, and campaign leadership.
- Ensure all player welfare needs are met across the campaign (health, safety, wellbeing, cultural support).
- Assist with daily scheduling and team operations during camp and match day.
- Manage team equipment and ensure all gear and resources are ready and maintained.
- Foster a connected, mana-enhancing team environment that supports athlete growth.
- Maintain accurate documentation including contact lists, consent forms, and team reports.
- Is responsible for ensuring the safety and wellbeing of all participants under the age of 18 from a safeguarding perspective

What You Bring

Key experience and skills include:

- Experience managing, school, or representative teams (rugby or similar sports).
 - Strong organisational, planning, and time-management skills.
 - Excellent interpersonal skills and ability to build relationships with players, staff, and families.
 - Cultural competency and commitment to safe, inclusive environments.
 - Calm under pressure with a proactive, can-do attitude.
 - A high level of care, empathy, and attention to detail.
 - Flexibility, resilience, and a team-first mindset.
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