

JOB DESCRIPTION



Position Title	Black Ferns XV Team Manager
Business Unit	Professional Rugby & Performance
Reports to	NZR High Performance Player Development Manager - Women's
Location	NZ
Date	March 2025

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify New Zealanders. We have an ambition to be a world-leading sports organisation and enable all of rugby to be the best it can be.

New Zealand Rugby's purpose is to lead, grow, support and promote New Zealand's game. We strive for rugby teams in black that are unrivalled, a high-performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs over 100 people. We're based in the Wellington head office, our Auckland office or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams, administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Investec Super Rugby and Super Rugby Aupiki entities, sponsors, partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose:

The Black Ferns XV Team Manager is responsible for leading the team to success on and off the field, ensuring the Black Ferns XV is a high-performing, winning team. This will be achieved by:

Supporting the off field operational and logistics requirements of the Women's High-Performance system. Support the creation of welcoming, winning, professional environments and people.

Key Tasks:

Major responsibilities and accomplishments expected of the position are:

THE BLACK FERNS XV ARE A SUCCESSFUL WINNING TEAM	
Performance Area	Expected Performance Outcomes
Scoreboard Targets	<ul style="list-style-type: none"> •
Vision and Values	<ul style="list-style-type: none"> • Support the Head Coach in establishing and maintaining a team vision, values, and operational standards that align with NZ Rugby's goals. • Ensure all players, coaches, and management understand and uphold the team culture and professional expectations. • Lead by example by role-modelling professionalism, integrity, and respect in all team environments. • Create a well-organized, player-centric environment that allows athletes to focus on performance and development.
Team Operations & Logistics	<ul style="list-style-type: none"> • Plan and oversee all logistical requirements, including travel, accommodation, scheduling, and facilities management. • Work closely with NZR's High-Performance team to ensure seamless operational support for the Black Ferns XV programme. • Ensure all team facilities, equipment, and support services are in place for training camps, matches, and tournaments. • Manage all team meetings, schedules, and itineraries, ensuring clarity and efficiency for players and staff. • Coordinate the team's international and domestic travel, ensuring smooth transitions between locations. • Liaise with match venues, training facilities, and event organizers to ensure all operational needs are met.
Player Staff & Support	<ul style="list-style-type: none"> • Work closely with the medical, performance, and coaching teams to ensure player welfare, workload, and off-field needs are managed effectively. • Provide onboarding and logistical support for players entering the team environment. • Assist players with individual administrative needs, including travel documentation, insurance, and team protocols. • Support the coaching staff and management team, ensuring all operational requirements are met.
Match Operations & Event Management	<ul style="list-style-type: none"> • Coordinate match-day logistics, including arrival times, warm-up protocols, changing rooms, and post-match schedules. • Manage official team functions, media appearances, and sponsor engagements in collaboration with NZR. • Ensure all team compliance requirements are met for tournaments, including registration, accreditation, and medical documentation. • Work closely with match officials, opposition management, and tournament organizers to ensure smooth match-day execution.
Match Officials	<ul style="list-style-type: none"> • Maintain professional relationships with match officials and ensure the team is prepared for all competition rule requirements.

	<ul style="list-style-type: none"> • Stay updated on law changes, tournament regulations, and competition protocols. • Coordinate pre-match meetings with referees as required.
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LEADERSHIP AND OFF FIELD PERFORMANCE	
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Performance Area	Expected Performance Outcomes
Leadership & Team Culture	<ul style="list-style-type: none"> • Provide strong leadership and structure to the Black Ferns XV management team. • Foster an inclusive, high-performance culture that supports both player development and wellbeing. • Ensure team behavioral expectations and off-field standards are upheld at all times. • Act as a key link between players, coaches, and NZR management, ensuring open communication and alignment.
NZ Rugby, Super Rugby Aupiki and Provincial Union Integration	<ul style="list-style-type: none"> • Build strong working relationships with NZR, Super Rugby Aupiki, and Provincial Unions to align development pathways. • Engage in NZR's high-performance initiatives and contribute to the growth of the women's game. • Ensure alignment between Black Ferns XV and NZR operational standards, creating a seamless high-performance structure.
Media & Communications	<ul style="list-style-type: none"> • Work alongside NZR's communications team to manage media requests, interviews, and public appearances. • Ensure players and staff adhere to NZR's media policies and expectations. • Coordinate content creation for NZR's digital platforms, helping grow the profile of the Black Ferns XV.
Commercial & Fan Engagement	<ul style="list-style-type: none"> • Support NZR's commercial partners and sponsorship activations as required. • Work closely with sponsors, broadcasters, and key stakeholders to enhance engagement opportunities. • Organise team appearances, school visits, and community engagements to strengthen fan connection and visibility.
Administration and Reporting	<ul style="list-style-type: none"> • Ensure all team documentation, reporting, and compliance requirements are completed in a timely manner. • Submit post-campaign debriefs, assessing operational performance, logistics, and recommendations for future improvements. • Manage budgets, invoicing, and financial tracking for all team operations in collaboration with NZR's finance team. • Oversee contractual and administrative obligations for the team.
General	<ul style="list-style-type: none"> • Attend workshops and meetings as required by the CEO or NZR Management. • Undertake other managerial responsibilities and tasks as reasonably required from time to time to meet team and NZR objectives.

Key Relationships

<ul style="list-style-type: none"> • This position reports to: 	NZR High Performance Player Development Manager - Women's
<ul style="list-style-type: none"> • Other areas/people that report to this position's immediate manager: 	Black Ferns Team Management NZR Head of Women's High Performance
<ul style="list-style-type: none"> • This job's direct reports are: 	N/A
<p>External Relationships</p> <ul style="list-style-type: none"> • International Rugby Unions & Teams • World Rugby • Match Officials • Commercial Partners & Sponsors • Broadcasters & Media • Fans & Community Group 	<p>Internal Relationships</p> <ul style="list-style-type: none"> • Black Ferns XV Head Coach & Assistant Coaches • NZR High Performance Staff • NZR Medical & Administrative Teams • Super Rugby Aupiki & Provincial Union Coaches