

POSITION DESCRIPTION



Position Title	North or South U18 Girls Team Manager
Business Unit	Women's High Performance
Reports to	NZR High Performance Pathways Manager
Location	St Peters Cambridge
Dates	5-10 th July 2026

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

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 more than one hundred and fifty staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), 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, Super Rugby Teams, Commercial and other 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

We're seeking an organised, reliable, and people-focused Team Manager to lead operations and day to day logistics for one of the U18 Girls teams (North or South) as part of the North vs South U18 Rugby camp & fixture

The Team Manager plays a critical behind-the-scenes role, ensuring that everything runs smoothly for players, coaches, and staff. From coordinating travel in conjunction with Womens High Performance team to creating a positive, inclusive environment, you'll be a central figure in making this campaign a success.

Key Tasks

- 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.

Key Relationships

This position reports to:	NZR High Performance Pathways Manager
• Other areas/people that report to this position's immediate manager:	NZR High Performance Player Development Manager - Women's
• This job's direct reports are:	<ul style="list-style-type: none">• Nil
Relationships <ul style="list-style-type: none">• NZR High-Performance Talent Identification Manager• NZR High-Performance Player Development Manager• NZR High Performance Pathways Manager• Regional convenors• Provincial Union Academy Managers• Heartland Womens RDOs	

Person Specification

Key Requirements

- 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.

What You'll Bring

- A passion for teenage sport and helping young wāhine thrive.
- A high level of care, empathy, and attention to detail.
- Flexibility, resilience, and a team-first mindset.

To Apply:

Please submit your CV and a cover letter outlining your coaching philosophy and what team you would like to be involved with to people@nzrugby.co.nz