

Rugby Programme Manager

Job Ref: REQ17574

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: MA6

Job Purpose

To support the development and delivery of Loughborough Students' rugby with responsibility for Performance Operations and all 'off-pitch' elements of the rugby programme.

NB: For the avoidance of doubt Loughborough Students Rugby includes both men's and women's BUCS rugby as well as National 1 men's rugby and Women's Super Rugby

Main Duties and Responsibilities

Performance Programme

- Management of club coordinator and Performance Operations staff.
- Leading the off field culture.
- Managing and developing non-rugby students involved in the programme.
- Contracts; Commission, negotiation and administration.
- National Clubs Association, BUCS & RFU liaison and compliance.
- Player registrations.
- Key liaison with event manager & commercial director for all games.
- Disciplinary and regulatory issues & appeals [on & off pitch].
- Facilitating player & staff recruitment.
- Contribute to the strategic development of the programme.
- Fixture and referee coordination for all teams.
- Match day team management (either in person or through additional staff/volunteers) of all performance teams.
- Logistics coordination for all performance teams

Club management:

- Volunteer recruitment and management in conjunction with the Sport Engagement Team [including club committee].
- Oversight of club events.
- New projects.
- Management of all rugby kit and equipment.
- Club records: Year diary, task map, database, tracking leavers, key contacts list.

Fundraising:

- Point of contact for LU sport fundraising team.
- Point of contact for VP, Sponsor, Parent relations.

Budgetary Responsibilities

- Management of rugby club budgets –budget setting, monitoring all income/expenditure and ensuring the programme remains within budget.

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Public Relations

- Help market the club in the local community to develop support for the team.
- Marketing and PR liaison including commissioning materials.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of Rugby

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant relevant experience of working in a sport related role.	1,3
	Experience of managing a budget.	1,3
Skills and abilities	Ability to work within the framework of the Loughborough Performance Charter.	1,3
	Proven management ability in a sporting environment.	1,3
	Ability to meet deadlines and work on own initiative.	3
	Excellent communication, interpersonal and presentation skills.	3
	Excellent time management & Organisational skills.	3
	IT skills necessary for analysis, report writing and general communication.	1,3
	Ability to work as part of a team and to collaborate with others.	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	Sport related degree or equivalent experience.	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to work irregular hours as necessary.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in professional sport.	1,3
	Experience of higher education working environment.	1,3
Skills and abilities	Proven management experience in a high performance environment.	1,3
	Familiar with Microsoft Office (Word, Excel, Access and Powerpoint).	1,3
	Negotiation skills.	1,3
Other	Knowledge of higher education.	1,3
	Familiarity with current coaching and training processes.	3
	Knowledge of relevant RFU/NCA regulations.	3
	Knowledge of player/coach pathways.	3

Conditions of Service

The position is full time and open ended. Salary will be on Management & Specialist Grade 6 (£29,301 - £38,183) per annum at starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to **Alan Buzza, Acting Director of Rugby/Head of Performance Programmes** by email at A.J.Buzza@lboro.ac.uk or by telephone on **01509 226752**

Applications

The closing date for receipt of applications is **26 June 2017**