

## Rugby Programme Coordinator

Job Ref: REQ240353

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

Administrative Services Grade 4

**Job Purpose**

Responsible for supporting the organisation and development of the men's and women's rugby union programmes at Loughborough University.

**Background**

The role will primarily focus on organisation and administration. They will work closely with other members of Loughborough Sport and liaise with several internal departments and organisations, Loughborough Students' Athletic Union (AU), and key stakeholders, both regionally and nationally.

**KEY TASKS**

The role will encompass several key areas of operation for our rugby performance programmes. With daily input and mentoring from the Rugby Programme Manager, the Rugby Programme Coordinator will be expected to:

- Ensure all players are appropriately registered.
- Support coaches with all competition logistics, such as travel, accommodation arrangements and food
- Assist the AU with BUCS entries across the year.
- Ensure all kit order logistics are managed efficiently and within budget.
- Undertake administrative and operational tasks relating to the men's and women's performance rugby programmes, including maintaining a 'Loughborough rugby calendar' with key dates each year.
- Support the organisation of player recruitment days. This would also include attendance at University Open Days.
- Assist in information requests for current and potential sponsors.
- Support with the delivery of a professional match day experience for the men's and women's first team national league home match. This could include volunteers for each match day, match day programmes, pre- and post-match reports etc.
- Coordinate communications with key stakeholder groups such as parents, supporters and alumni.
- Working with marketing colleagues, raise the profile of the rugby programme through improvements in media outlets. This may include improvements in the layout/structure/information shown on the University website, promotion of events across social media, and other areas of development.
- Support student placements within the programme

- Carry out project work as directed by the Rugby Programme Manager.
- Attend and contribute to internal and external meetings as requested.
- Actively work to promote Loughborough University sport, Loughborough Lightning, the rugby programmes generally and the University as a whole.
- Ensure compliance with relevant University policies and procedures.
- Undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.
- Pitch and facilities logistics for training and match play as well as maintaining communication with ground staff

### **Points To Note**

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**

At times it will be necessary to work outside normal 9-5 working hours, including work in the evening and at weekends.

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 commitment to the University's Equity, Diversity, and Inclusion policies' at all times.

Successful completion of probation will be dependent on attendance at the University's mandatory courses.

### **Organisational Responsibility**

Reports to the Rugby Programme Manager

## 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	Previous relevant experience of a fast paced environment	1,3
	Previous experience of working as part of a team.	1,3
	Previous experience of working in an office environment.	1,3
Skills & abilities	Excellent communication and interpersonal skills.	1,2,3
	Excellent organisational and time management skills.	1,3
Experience	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1,2,3
	Ability to work cooperatively, flexibly and to meet deadlines.	3
	Knowledge of Rugby union	1,3
	Ability to be adaptable to the demands of the programme during different periods in the week	3
	Excellent ability to prioritise	2
Qualifications	Educated to A Level or equivalent experience.	1
Other	Willingness to work irregular hours as necessary.	3
	To observe the University's Equal Opportunities policy, H&S policy and Loughborough Sport's anti-doping policy.	1,3

### Desirable Criteria

Area	Criteria	Stage
	Previous experience working in a sport in higher education environment	1,3
	Experience of working in a high-performance environment	1,3
	Previous relevant experience of co-ordinating a sports programme.	
Skills & abilities	Presentation / layout / design skills.	1,2,3
	Knowledge of Rugby Football Union rules and regulations	1,2,3
Qualifications	Sport related degree	1

## Conditions of Service

The position is part-time and open-ended. The role will be offered on a .63 FTE basis (23.31 hours per week) and the post holder will need to work outside office hours on occasion.

Salary will be on [Administrative Services Grade 4](#) at a starting salary to be confirmed on offer of appointment.

Our ideal candidate will be able to work on Mondays and Fridays, with flexibility around either a Tuesday or Thursday. This is due to the operational demands of both the Men's and Women's Rugby programme and key planning days. However this is open to be discussed at interview.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative 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 child-care 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 equity and celebrates diversity and inclusion 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/>