

Rugby Programme Manager

Job Ref: REQ250816

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The purpose of this role is to work alongside the Men's and Women's Rugby Head Coaches to manage all "off pitch" areas of Loughborough University Rugby Programmes.

It's an exciting time to join the rugby programme, the Women's programme continues in their partnership with Northampton Saints to build a top tier programme that is competitive in the Premiership Women's Rugby (PWR). While the Men's programme strives to provide a sector leading rugby experience, delivering excellence on and off the pitch.

Background

The role will primarily focus on the organisation and administration of the Loughborough University Rugby Performance Programme BUCS Super Rugby (BSR), Women's BUCS Super Rugby (WBSR), National League and Lightning Franchise. This involves working alongside the Head Coach of the Men's and Women's Rugby programmes to facilitate smooth operations. The successful candidate will work closely with external partners such as Northampton Saints RFC, Premiership Women's Rugby, Rugby Football Union and Referees Association. As well as internal departments such as finance, commercial, facilities, administration and human resources

Given some of the operational demands of the role, the role is weighted (Subject to future demands and requirements).

- 6FTE for the Women's Programme and
- 4FTE for the Men's Programme.

Main Roles and Responsibilities:

Management

- Work with Head Coaches and Senior Performance Programme Manager to efficiently run the rugby programme and support the long term strategic objectives by monitoring Key Performance indicators and identifying opportunities for growth in relation to competition, funding and sponsorship.
- Manage Rugby Programme Coordinator and two Rugby Operations stipend placements. This will include completing Performance and Development Reviews, mentoring, allocating work and professional development.
- Providing clear direction for the staff that are line managed directly, as well as coordinating staff that sit outside of the direct line management, such as events team on a match day or coaching staff and volunteers during trials.
- In conjunction with the Loughborough Sport 'Student Sport Team' work to increase the rugby opportunities for all on campus (e.g. participation, competing, coaching, volunteering). Manage any student and community volunteers within the Lightning and performance rugby programmes. Ensure the volunteers have a positive and developmental experience.

- Provide rugby oversight for media and commercial, on the Men's side this is achieved by working alongside the Loughborough Sports Media and commercial staff. On the Women's side this involves working alongside Northampton Saints media and commercial team.
- Provide mentorship, support and oversight for the Men's and Women's Student Rugby Committee.
- Facilitate meetings with and be the primary point of contact for Men's Rugby President and Vice Presidents
- Coordinate Loughborough Rugby major events such as the VIP receptions, pre-match meals and post-season celebrations

Governance, Risk and Compliance

- Work with the Senior Performance Programme Manager, to ensure compliance with both internal and external policies and procedures. This includes but is not restricted to; Remuneration Cap and audits for PWR. British University and Colleges Sports (BUCS) audits, budget management policies and Rugby Football Union regulations such as GMS.
- Manage the international travel, visas and accommodation for overseas players including working with Loughborough University colleagues on visa applications.

Partnership and Stakeholder Management

- Liaise with key partners and stakeholders such as Northampton Saints, RFU, BUCS and other University Partners.
- Facilitate meetings with internal partners such as finance, operations and health and safety to ensure governance and compliance
- Facilitate internal meetings with Head of Grounds, facility leads and bookings to ensure the optimal training programme is provided.
- Ensure Loughborough University/ Rugby is represented at the highest-level during meetings.

Financial Oversight

- Work with the Senior Performance Programme Manager to oversee the performance rugby budgets, assist with budget setting, monitor all income and expenditure and ensure the programme remains within budget.
- Work with the commercial team and philanthropy colleagues to secure funding.
- Effectively manage the recruitment budget for women's rugby in line with University policy and PWR Remuneration Cap regulation
- Player contracting; Contract preparation, Negotiation and working with Human Resources, Payroll and Immigration to ensure all areas have access to relevant and accurate information.

Programme Oversight

- This role is responsible for operation delivery for the Performance Squads (BSR/ NL/ WBSR and Loughborough Lightning Franchise).
- This role provides operational oversight for BUCS 2 – 5 on the men's side and BUCS 2 – 3 on the Women's side. This is achieved by working with the athletic union and the men's and women's respective committees
- Coordinate the delivery of an effective rugby programme for the Loughborough Performance Rugby squads so they can compete successfully in the PWR (Loughborough Lightning/Northampton Saints) BUCS Super Rugby (Men's and Women's) and National League (Men's) competition. This includes delivery of logistics for the weekly training programme.
- Oversee match-day operations for the Performance Squads
- Provide support for player recruitment as required
- Work with the Rugby Programme Coordinator to develop a Rugby Calendar
- Carry out project work as directed by the Senior Performance Programme Manager

General Requirements

- Contribute to the sharing of ideas and skills within the high-performance educational forums available on campus.

- Actively work to promote Loughborough University sport, Loughborough Lightning and the Loughborough Students Rugby Clubs generally.

Special Conditions

The postholder will be expected to attend weekend fixtures, either for PWR or National League (noting that this is not a coaching role).

It will be necessary to work outside normal working hours including some work in the evening and at weekends.

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 which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

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.

Organisational Responsibility

Senior Performance Programme Manager

Person Specification

Your application will be reviewed with respect to meeting 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	Experience of working in a sport related role.	1, 2, 3
	Experience of working with budgets and following financial procedures.	1, 3
	Previous relevant experience of a flexible working environment	1
	Some experience of Governance, either audits or financial audits	1,3
	Working as part of a team to achieve a common goal	1,2
Skills and abilities	Ability to work within the Loughborough Performance Sport Charter.	1, 2, 3
	Ability to plan own work programme, meet deadlines and work on own initiative	1, 2, 3
	Proven management ability	1, 2, 3
	Excellent communication, interpersonal and presentation skills.	1, 2, 3
	Strong attention to detail	
	Excellent organisational and time- management and skills.	2,3
	IT skills, competent on excel as well as Microsoft packages, Teams and OneDrive.	1,2
	Organise and facilitate productive and effective meetings	1,3
	Forward plan, recognise potential challenges and barriers and work collaboratively to solve them	1,3
	Problem solving under pressure	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
Qualifications	Sport related degree or equivalent.	1, 3
Other	Willingness to work irregular hours as necessary.	3
	Knowledge and understanding of Equity, Diversity and Inclusion Policies	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a high-performance environment	1, 2, 3
	Experience/knowledge of PWR or National League 2 or BUCS	1, 2, 3
	Contracting athletes and contract negotiation	1,2,3
	BUCS and PWR audit process	1,2,3
Skills and abilities	Proven Knowledge of England Rugby issues.	1, 2, 3
	Negotiation skills	1,2,3

Other	Knowledge of player and coach pathways	3
	Knowledge of International Sports Visa Types	1,3

Conditions of Service

The position is full time and open ended. Salary will be on [Management and Specialist Grade 6](#), at a starting salary to be confirmed on offer of appointment.

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>.

The University offers a wide range of employee benefits which can be found [here](#).

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 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/>