

Rugby Programme Coordinator

Job Ref: REQ260197

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The purpose of this role is to work alongside the Rugby Programme Manager to manage all "off pitch" areas of Loughborough University Rugby Programmes.

It's an exciting time to join the rugby programme, as the Men's programme strives to provide a sector leading rugby experience, delivering excellence on and off the pitch. 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).

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 Rugby Programme Manager to facilitate smooth operations. The successful candidate will work closely with external partners such as the Rugby Football Union and Referees Association. As well as internal departments such as commercial, marketing, facilities and administration.

Given some of the operational demands of the role, the role is weighted as follows (subject to future demands and requirements):

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

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.

Ideally the post holder will 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 for discussion at interview.

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 coordinating a sports programme. | 1,3 |
| 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 appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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