

Title Rugby Union Programme Coordinator
Team Delivery Directorate
Manager National Performance Manager



JOB DESCRIPTION

Main Purpose

As part of the Rugby Football Union's (RFU) partnership with British Universities and Colleges Sport (BUCS), this role will provide support to the University Partnerships function of the RFU, focusing on; communications with stakeholders in the sector, administratively supporting the running of the BUCS Super Rugby (BSR) and Women's National League (WNL) competitions, Coordinating the BSR and WNL Championship Finals alongside the BUCS 7s events programme and providing data and insight on all levels of BUCS Rugby Union activity in the sector.

Main duties and responsibilities

- Provide administrative support to the BUCS Rugby Union Programme by:
 - Being the key contact for BUCS Super Rugby and Women's National League institutions
 - Providing regular communications to institutions, stakeholders and partners
 - Leading on BUCS Super Rugby administration and data collection requirements; including oversight of the RFU's EliteHub system.
 - Supporting BUCS Super Rugby marketing work by providing relevant insight and data to the BUCS Engagement Team
- Working with the BUCS Competitions Team, provide regular reports to the RFU on the BUCS Rugby Union Competition Programme; including collation and analysis of fixture completion data and participation statistics, to highlight growth trends and areas for intervention.
- Work with the National Performance Manager to develop and manage the Minimum Operating Standards for BSR and WNL
- Coordinate the facilitation and scheduling of the Women's National League and BUCS Super Rugby League Management Committees.
- Coordinate the BSR and WNL Championship Finals including all communications, facility bookings and team logistics.
- Assist in the coordination of the BUCS 7s programme to increase participation where necessary.
- Support the transfer of fixture and result data between the RFU and BUCS Play systems.
- Working with the RFU, collect and create content, including images and videos, for England Rugby communications & help build awareness of the England Rugby brand.
- Lead on the RFU university communications plan, in conjunction with the Students' RFU; ensuring timely information is disseminated to increase engagement through all communication channels.
- Support the RFU with projects to increase participation and retention before, during and after university.
- Report and share good practice from Rugby Union playing institutions, within the BUCS Programme.
- Support the BUCS Rugby Union Sports Advisory Group by providing updates on the BUCS Rugby Union Programme and taking minutes.
- Assist the BUCS Competitions and Compliance and Governance Teams required.
- To attend and minute BUCS Rugby Union Sport Advisory Group and BSR/WNL League Management Committee meetings.
- To attend all BUCS staff, Delivery Directorate and Competitions and Performance Team meetings, actively contributing where appropriate.
- Quarterly attendance at member institutions
- Undertake other administration tasks as appropriate.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS operations.
- Carry out duties and responsibilities at all times in compliance with BUCS policies.

This role may involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed).

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PERSON SPECIFICATION

Essential knowledge or experience

1. Experience of coordinating sport competitions.
2. Experience of coordinating sport events.
3. Experience of utilising competition management systems.
4. Experience of developing competition programmes i.e., fixture building, league programming.
5. Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships.
6. Experience of working in a membership organisation.

Essential skills and abilities

1. Excellent planning and organisational skills.
2. Ability to think logically and consistently.
3. Good people skills, ability to negotiate.
4. Ability to self-manage/self-motivate.
5. Ability to prioritise tasks.
6. Ability to develop creative solutions to complex problems.
7. Excellent communication skills (written and verbal).
8. Good administrative and data management skills.
9. Strong focus on the provision of excellent customer service.

Desirable knowledge or experience

1. Knowledge of NGB competition structures and player pathways, ideally within Rugby Union.
2. Knowledge of university structures and sport delivery models.