



Job title	Rugby Union Coordinator (Participation)	Job family and level	APM 2
School/ Department	Department of Sport	Location	David Ross Sports Village

Purpose of role

University of Nottingham (UoN) Sports vision is to be the best UK university for sport, physical activity and wellbeing. We aim to engage 66% of our student population with our sport and physical activity offer and ensure demographics are proportionately represented. As part of this, UoN Sport has a sector leading intramural (IMS) programme. The IMS rugby union and touch rugby programmes are a big part of this offer. Partner funded by the RFU it is designed to get more students playing competitive rugby regularly outside of the BUCS teams retaining players in the game.

The role will support UoN Sport to hit our strategic aims and targets with a specific lead on delivering rugby union. To achieve this, the role will be responsible for overseeing student volunteers, first aid staff and will be required to be present at all IMS Rugby fixtures on a Wednesday afternoon.

	Main responsibilities	% time per year
1	<p>Rugby Competition Programme Management (Internal)</p> <p>Oversee student volunteers, first aiders and paid officials to co-ordinate and deliver our internal rugby and touch rugby competition structure with key partners; The Students' Union, RFU, Nottingham Trent University and other internal departments. Focusing on player retention, student engagement and fixture fulfillment.</p>	30%
2	<p>Student Volunteers and Staff Management</p> <p>Support paid officials, volunteer students and first aiders, providing them with day-to-day mentoring support to ensure the programme is administered safely, efficiently, and effectively. Overseeing the IMS Rugby Exec, setting clear and tangible outcomes through regular communications, ongoing support and one to one meetings.</p>	20%
3	<p>Officials</p> <p>In partnership with the Intramural Sports Development Officer, support, recruit, mentor, deploy and manage approximately 80 casual paid umpires and referees across the wider IMS programme.</p>	20%

4	<p>Health, safety and first aid</p> <p>Supported by the Intramural Development Officer ensure that all activities delivered are safe and undertaken within departmental, university and national governing body health and safety guidelines.</p> <p>This includes making sure the appropriate risk assessments are in place for all rugby activities, taking lead on first aid at matches and ensuring UoN Sport meet all RFU requirements, especially in relation to concussion.</p>	15%
5	<p>Finance</p> <p>Manage finances relating to the role, hit team entry targets; identify and support departmental applications for appropriate additional external and internal funding and resources to broaden and enhance the quality of the existing rugby programmes.</p>	5%
6	<p>Connectivity of Sport</p> <p>Ensure the IMS competition programme acts as an exit route for those involved in introductory sports programmes; make sure the programme is supported by student sports clubs where appropriate with an overall aim of retaining students in rugby, contributing to the department's overall participation targets.</p>	5%
7	<p>Monitoring and Evaluation</p> <p>To provide statistical and other records as requested for the University and RFU.</p>	5%
	<p>Other</p> <p>To update the sports development team via team briefings and written reports on business undertaken and developments proposed</p> <p>Support the delivery of commercially advantageous projects as and when required.</p> <p>Have a flexible approach to working hours and be expected to work some weekends and evenings to meet the Rugby programmes requirements.</p>	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Event and tournament organisation • Ability to oversee and supervise volunteers • Ability to establish and maintain effective working relationships with organisations and/or individuals • Ability to prioritise work effectively • Ability to work both independently and as part of a team • Excellent communication skills, both written and verbal 	<ul style="list-style-type: none"> • Managing project budgets with both expenditure and income targets • Problem solving skills • Ability to work and plan strategically
Knowledge and experience	<ul style="list-style-type: none"> • Experience of managing leagues and competitions • Experience of delivering training and mentoring • Computer literate, with a working knowledge of Microsoft Office suite, social media • Knowledge and understanding of university sport structure • Project management experience • An understanding of Health and Safety specifically in relation to Rugby Union 	<ul style="list-style-type: none"> • Experience operating in an HE sports environment • Experience of using fixtures software • Experience of managing budgets • Experience of marketing to students • Experience of working within a Rugby environment

Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> Vocational qualifications (NVQ 2-3, City & Guild) or equivalent, plus some experience in a relevant role. <p>OR</p> <p>Considerable work experience in a relevant role/relevant life experience reinforced by work experience.</p>	<ul style="list-style-type: none"> Sports development degree NGB Level 2 coaching qualification
Other	<ul style="list-style-type: none"> A passion for sport Flexible and creative approach Available to be at fixtures on a Wednesday afternoon during term time 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people

Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

Taking ownership

Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

Forward thinking

Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

Professional pride

Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

Always inclusive

Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

Line manager

Competitions
and
Tournaments
Coordinator
(Internal)

Role holder

Rugby Union
Coordinator
(participation)

**Key stakeholder
relationships**

Rugby
Football
Union (RFU)

UoN estates
Team

UoN
Students
Union