

Title Rugby League Coordinator
Team Competitions
Manager National Competitions Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite. BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

To coordinate and deliver the BUCS Rugby League programme, ensuring it provides high-quality, inclusive, and dynamic competition opportunities for students while fostering strong partnerships with stakeholders such as institutions and the Rugby Football League (RFL).

Main Duties and Responsibilities

Partnerships and Member Support

- Serve as the primary contact for all Rugby League-related queries directed to BUCS, ensuring respectful and inclusive communication with stakeholders.
- Facilitate collaboration between the Sport Advisory Group (SAG), the RFL, and BUCS staff to drive the development of Rugby League in Higher Education.
- Chair the League Management Committee (LMC) to uphold and enhance the Minimum Operating Standards of the National League, prioritising exceptional student experiences.
- Support the SAG and Governance and Compliance team in the annual review of Rugby League rules and regulations.
- Represent BUCS professionally at relevant member groups and committees.

Competitions Delivery

- Oversee the day-to-day delivery of the BUCS Rugby League programme, ensuring it meets member and student needs.
- Collaborate with the National Competitions Manager and RFL to review and enhance league and knockout programme structures, including league entries, programme formation, and deadlines within BUCS Play.
- Lead and develop the Rugby League National League, including conducting audits to ensure institutions meet Minimum Operating Standards.
- Innovate and support the delivery of Men's Rugby League 9s (Championship and Trophy).
- Work with the RFL to support all Women's Rugby League activity, including Women's Rugby League 9s and related winter league activities.

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- Lead the planning and delivery of key events, such as the Men's National Championship and Trophy Finals, ensuring a dynamic and inclusive experience for participants.

Programme Support

- Collect and analyse data on participation, match officials, and coach education to inform future objectives and improve processes.
- Share relevant BUCS data with the RFL to enhance their understanding of Rugby League in Higher Education and promote RFL products and services.
- Support the National Competitions Manager in managing budgeting, forecasting, and reporting for Rugby League programmes in alignment with BUCS and RFL objectives.
- Provide guidance to member institutions on compliance processes and support the annual RFL Affiliation process for all teams.
- Coordinate marketing efforts, including social media and campaigns, working with the BUCS Engagement team to promote Rugby League inclusively and innovatively.
- Collaborate with the BUCS Commercial team to develop partnerships that support Rugby League growth and align with BUCS initiatives.
- Produce an annual Rugby League Impact Report to highlight achievements and inform future strategy, ensuring its publication and distribution to stakeholders.

Other

- Professionally represent BUCS at all times.
- Attend RFL events as required, representing BUCS and the Rugby League programme.
- Undertake weekend and evening work, including overnight stays at BUCS events, as required.
- Perform additional duties as requested, aligned with the role.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential skills and abilities

- Excellent planning, organisational, and time management skills.
- Strong interpersonal and negotiation abilities to build effective relationships.
- Ability to self-manage and meet deadlines.
- Ability to prioritise tasks effectively.
- Proven problem-solving skills, with the ability to develop creative solutions.
- Exceptional written and verbal communication skills.
- Strong focus on delivering excellent customer service.

Desirable knowledge or experience

- Experience in administrative tasks and data management.
- Knowledge of NGB structures, player pathways, and university sports delivery models.
- Experience in coordinating sports competitions and events.
- Familiarity with competition management systems.
- Understanding of BUCS sport structures, league programming, and event schedules.
- Experience working in a membership organisation.