



## JOB DESCRIPTION

<b>Title</b>	Rugby League Coordinator
<b>Employer</b>	British Universities and Colleges Sport (BUCS)
<b>Team</b>	Delivery Directorate
<b>Salary band</b>	Coordinator - £23,000-£27,000
<b>Place of work</b>	Flexible work considered, some Northwest and London office-based time essential

### Main purpose of role

The purpose of this role is to oversee and enhance the BUCS Rugby League offer alongside the development of the game in the Higher Education sector. Acting as the key contact to all affiliated 50+ institutions and national partners including but not limited to the Rugby Football League (RFL), Super League, Championship and League 1 clubs. The role holder will be expected to ensure that a high-quality service is provided to all stakeholders, and that opportunities for growth and enhancement of the game are maximised.

The Rugby League Coordinator will also be responsible for continually reviewing and developing the BUCS Rugby League offer with a focus on female participation, match officials and coach education.

### Main duties and responsibilities

1. In conjunction with the National Competitions Coordinator and the RFL where necessary, continuously support and review the BUCS League and Knockout offer inclusive of assessing league entries, forming of programme structures and coordinating final deadlines on BUCS Play.
2. To support the BUCS Events Team in their delivery of the Rugby League 9s offer.
3. Support the Sport Advisory Group, the RFL and the membership by focussing on potential development opportunities within the game such as female participation and competition.
4. Coordinate frequent interaction between the Sport Advisory Group (SAG), the RFL, the wider BUCS Competition Team and to be the lead point of contact for all Rugby League related queries directed to the BUCS Executive and BUCS Office.
5. Collect data and insight around female participation, match officials, coach education and the link with Super League, Championship and League 1 clubs to inform future objectives.
6. Support the Rugby League Sport Advisory Group with the annual Rules and Regulations Review process.
7. Support all budgeting, forecasting and reporting processes as agreed with the RFL and BUCS.
8. Provide advice and assistance to institution members regarding compliance processes, whilst leading on the annual RFL Affiliation process for all teams.
9. Lead the management, communication, and delivery of key events such as National Championship, Trophy and Conference Finals at events such as BUCS Big Wednesday.
10. Support the introduction of an annual Rugby League forum. This would include aiding in the development of appropriate content for student athletes and associated team workforce.
11. Work with BUCS Engagement team to help raise the profile of Rugby League across key stakeholders showcasing the success of individuals, initiatives and/or institutions.

12. Work with the BUCS Commercial team to develop mutually beneficial partnerships that support the development of Rugby League and BUCS led initiatives.

**General:**

1. To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.
2. This role will involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions and priority partners.
3. You may be required to attend RFL events as a representative of the Rugby League programme for the sector.

## **PERSON SPECIFICATION**

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### **Essential Skills / Experience**

- Experience of managing stakeholders
- Outstanding communication, influencing, negotiation and interpersonal skills
- The ability to work under pressure and manage tight deadlines
- The ability to problem solve
- Strong communication skills (both verbal and written)
- Experience of profiling and engagement
- Effectively managing budgets
- Evidence based monitoring and evaluation
- IT literate and proficiency in Microsoft Office products (Word, Excel, PowerPoint etc.)

### **Desirable Skills / Experience**

- An understanding of the participant journey in Rugby League through Higher Education sport
- An understand of the Rugby League and BUCS Competition Structure
- Data analysis and interpretation
- Experience in a leadership position
- An understanding of commercial partnerships