



JOB DESCRIPTION

Title	Rugby Union Programme Assistant
Employer	British Universities and Colleges Sport (BUCS)
Team	Competitions and Performance
Place of work	20-24 Kings Bench Street, London SE1 0QX
Contract	This is currently a fixed term role to end of June 2023 renewable on a 12-month rolling basis subject to funding and agreement

Main purpose of role

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, 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 League institutions, stakeholders and partners
 - Leading on BUCS Super Rugby admin 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.
- 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 various projects, such as GameFinder, 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.



PERSON SPECIFICATION

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Person specification

We are looking for someone who is passionate about all things Rugby Union. The ideal candidate will be motivated to grow and develop both the men's and women's game within the Higher Education system. Our ideal candidate is able to work autonomously when needed, but also part of a larger team, they will be a great communicator who can develop effective relationships with BSR and WNL teams as well as the Home Nations.

Essential skills and experience

- Understanding of the Home-Nations Rugby Union programmes
- Experience of sporting competition structures
- Knowledge of university structures and sport delivery models, especially within Rugby Union
- Excellent planning and organisational skills
- Ability to think logically and plan strategically
- Good people skills, ability to negotiate
- Ability to think creatively
- Excellent communication skills both written and verbal
- Good administrative and data management skills
- Strong focus on the provision of customer service

Desirable skills and experience

- Experience of competition management systems
- Experience of administering sporting offers – leagues and/or events
- Understanding of BUCS sport and Higher Education
- structures, competition and event schedules, leagues and championships
- Knowledge of CRM email software and social media management tools and their application
- Experience of working with multiple stakeholders to deliver a project, programme or event
- Knowledge of various NGB competition structures and player pathways
- Experience of working in a membership organisation
- Experience of implementing change within sporting competition structures