

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE FOR THE STUDENT EXPERIENCE

CAMPUS LIFE

RUGBY DEVELOPMENT INTERN

VACANCY REF: PSX-031016

Salary:	£23,742 - £25,249 per annum depending on experience
Hours:	35 hours per week (1 FTE)
Duration:	Fixed term for 12 months
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Ed Baker

Email: Ed.Baker@manchester.ac.uk

Overall Purpose of the Job

- To deliver the University Rugby Union programme under the direction of the Sport Participation Officer, developing current offers and identifying new opportunities, with the aim of increasing and sustaining the numbers of students participating in Rugby both internally and within the local community
- To undertake the administration of the Rugby Football Union (RFU) project under the guidance of the Sport Participation Officer, to ensure that the RFU objectives are met
- To use the skills and systems that enable the development of the rugby programmes, to work with local partners to identify and develop social and recreational sport competitions across a wider range of sports that meet the demand of the audiences in line with the UoM Sport strategy

Key Responsibilities, Accountabilities and Duties

- To organise a programme of Rugby activity in line with demand, facility availability and RFU objectives, under the guidance of the Sport Participation Office and Sport Development Coordinator
- Undertaking basic office administration tasks in relation to rugby activity including, but not limited to; diary and email management, research and report writing and recording of data
- To assist UoM Sports Recreational Sport Officer in providing a range of social and recreational competitions and leagues.
- To work in partnership with appropriate University Schools/Faculties & Departments, RFU, Active Partnership and Community Clubs in order to assist in identifying opportunities that increase engagement levels, adding value to the student experience and the health and wellbeing of all our University communities.
- Ensuring registration sign-up processes are managed in a timely fashion, accepting registrations and providing further information to queries as and when required and utilising the ID collection system to manage reporting participation and throughput figures.
- To assist with growing links and associations between each institution's participation programmes and the University sports clubs in order create a clear pathway for our audiences.
- To support the marketing for the social and recreational sport offers, ensuring the effective promotion of the sport, within both Universities and, as appropriate, outside of the institution.
- Maintaining communication with key partners, ensuring their administrative requirements are up to date.
- Responsibility for monitoring equipment needs and making requests where needed to UoM Sport.
- To support the production of reports, covering financial spend & statements, participation levels and an annual report to the RFU
- To work closely with other members of UoM Sport to support projects, develop ideas and work collaboratively to enhance the offer for our communities
- To ensure the delivery of excellent customer service
- To ensure that confidentiality of information is maintained in line with data protection requirements and University Policy
- To ensure compliance with all University Health and Safety requirements, specifically supporting the safe practices of the Rugby programme
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Person Specification

Experience, Skills and Competencies

- Educated to degree level with an understanding of the Higher Education Sector and their Rugby offers.
- Evidence of first class organisational skills.

- Excellent verbal communication skills and experience of communicating at all levels.
- Excellent written communication skills at all levels especially in report and presentation writing.
- Ability to collate data or information in a meaningful format.
- An understanding of the basic principles of statistics.
- Evidence of basic project management skills.
- Evidence of accepting individual accountability and effective use of initiative.
- Ability to engage and empathise with colleagues in an individual and team situation.
- An enthusiasm for supporting others.
- An ability to identify and harness the opportunities of networking, internally and externally.
- A strong understanding of, and competent in the use of, IT systems and programmes, covering email, word processing, spreadsheets, presentations and databases
- Demonstrates a commitment to enhancing the student experience and excellent customer service.

Desirable Knowledge, Skills and Experience

- Experience of a customer facing role.
- Demonstrable experience of administration work, preferably in an office environment.
- First aid qualification.