JOB DESCRIPTION
Rugby Participation Coordinator
Vacancy Ref: N1766

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Rugby Participation Coordinator</th>
<th>Present Grade</th>
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<tr>
<td>Department/College</td>
<td>Students’ Union</td>
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<td>Directly responsible to</td>
<td>Sports Development Manager</td>
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<td>Supervisory responsibility for</td>
<td>Students volunteering on project activity and student staff</td>
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Other contacts
Internal:
Students’ Union Staff and Officers, Students, Head of Sport, LU Sports Development Officer, Sports Centre Staff, University Staff, Inter College Sports, Student Groups

External

Purpose
To take a leading role in the delivery of the Students’ Union and the University’s rugby sporting participation program. Specifically, to work with student activators to deliver a number of flexible participation programs that encourage students to continue, or to start, playing rugby once they come to university. To ensure student activators are fully trained and developed to fulfil these responsibilities and are gaining the maximum benefit from their experiences with us. To support the effective promotion and marketing of these activities.

Major Duties:
The Rugby Participation Coordinator will:

1. Take responsibility for:
   1.1. Managing the successful design and delivery of student-led rugby programs and events that meet our students need and that have a positive impact on the participation levels of those involved.
   1.2. Identification, effective engagement and ongoing relationship management of project partners including community clubs, the RFU, UCLan, city council and university staff/departments.
   1.3. Support the effective communication and promotion of the rugby participation program within the University and the community. This includes effectively: producing e-newsletters, use of social media, copy writing for publications, coordinating press releases and planning volunteer recruitment promotions.
   1.4. Effective recruitment, induction, training, and facilitation of volunteers and activators in-line with established processes.
   1.5. Providing administrative support including coordination of training and induction procedures, impact evaluation and maintenance of database systems including the participation monitoring system.

2. Support the Sports Development Manager in the effective delivery of the rugby participation program, in particular:
   2.1. Supporting students to develop their skills and employment prospects by incorporating the Student Union’s employability work into the programme year-round.
2.2. Supporting the delivery of promotional events.
2.3. The on-going maintenance of related website/pages.
2.4. Delivery of training tailored to the needs of students.
2.5. The ongoing research and feedback from our students including any changes that will needed to be made.
2.6. Participating in regional meetings and events to share best practice with other institutions, local community clubs and the RFU.

3. **Perform other duties including:**
   3.1. Adhere to the Union’s environmental, sustainable and ethical policies.
   3.2. Any other duties as may reasonably be required by the Chief Executive Officer or deligate, consistent with the grade of the post.