



Coach Education Officer

Hours: Full Time

Location: Manchester

Salary: £21,500. This is a fixed term contract until 30th March 2025.

The Rugby Football League (RFL) is the governing body for the Sport of Rugby League in the United Kingdom.

We believe that Rugby League is more than a sport. It is a cultural identity, a passion, a way of life, and a practical force for good in communities. Its history is one of determination to succeed against the odds, to fight discrimination and intolerance, and to be an honest and authentic sport, which cares enough to make a difference to its fans, their families, and our communities. Since 1895, we have delivered a sport that delights fans across the country. We are proud of who we are, the value we add to sport and society, and the difference we make, together.

Rugby League has, at the start of 2023, agreed a new corporate strategy and undergone a significant governance restructure, which includes the creation of a new entity, RL Commercial. The realignment enables the focus of the RFL to be on developing and growing the grassroots game, driving participation, performance of the England teams, and independently regulating the sport. Whilst working closely alongside RL Commercial, the RFL is dedicated to continuing to be a high performing national governing body. In addition, in 2022, Rugby League announced a long-term strategic partnership with a global leader in the sports and entertainment industry, IMG-Endeavour Group, the sport is now poised to take advantage of an array of exciting opportunities.

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity, and we are actively striving to realise these benefits at executive level and beyond. We recognise that to fully deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve. We have committed to achieving gender parity and greater diversity within the RFL, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals.

An exciting opportunity has arisen at the RFL, the national governing body for Rugby League in the UK. We are seeking to appoint a Coach Education Officer on a fixed term basis until 30th March 2025. The Coach Education Officer plays a pivotal role in the development of the Rugby League Coaching pathways. As part of the Education team, you will help to deliver a range of programmes. The Education team supports the learning and development of coaches, tutors and participants across all Rugby League variants, ages and abilities.

The post holder will be responsible for a range of Coach Education duties, including a range of administrative support and play a key role in assisting the day to day running of the office to support the delivery of the programmes, events, and courses.

Principal duties will include, but not limited to:

- To provide support as required to deliver the operational demands of all the coach education programmes.
- To provide a high level of telephone and email customer service to internal and external contacts and customers in a professional and effective way by providing relevant information, taking accurate messages, and responding in a timely manner.
- To work both as part of a team and independently to ensure all operational requirements are met.
- Work with the Coach education staff on the planning and delivery of the coaching courses.
- Responsible for ensuring information is maintained accurately and in a timely manner within the Coach Education Dept, including outlook, excel spreadsheets, bespoke systems, and the website.
- Working on drafting letters, typing, and writing administrative documents in agreed formats and within specified timescales. Ensure documents produced are always of high quality in terms of presentation and accuracy.
- Attend RFL tutor workforce training and/or workshops.
- Produce online learning content.
- Support Coaches with informal and formal input.

- In conjunction with the RFL Coach Education Business Manager ensure the maintenance of robust departmental reporting systems to provide the required reports, information, administration, statistics, and budget monitoring of programmes.
- Provide IT support to team members and colleagues.
- Undertaking any other tasks appropriate to this level of responsibility with some level of autonomy.

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity and are actively striving to realise these benefits at Board and beyond. We recognise that to fully deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve.

We have committed to achieving gender parity and greater diversity on our Board and related sub-committees, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you. Please declare this in your cover letter. We would be pleased to receive applications in alternative formats.

To apply for this role, please send your CV and a covering letter to People.Team@rfl.co.uk by 8th November 2024.