



Education Officer

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 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.

The RFL are currently recruiting for an Education Officer.

The purpose of this role is

- Responsible for ensuring information is maintained accurately within the Coach Education Dept, including outlook, excel spreadsheets, bespoke management system. To provide support and carry out administrative duties, using systems and processes relevant to the organisation, and the Education department.
- Assist the Education team with any general queries and queries relating to relevant projects
- Work with the coach education staff on the planning and delivery of the courses.
- Ensure compliance with the RFL financial processes and procedures, raise purchase orders and invoices.
- Support the deployment of tutors to ensure high quality delivery
- In conjunction with the 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.
- Monitor coach education systems and processes to support tutors of all coach education delivery
- Ensure that course materials, delivery methods, and communication are accessible to all individuals, regardless of their background, gender, race, or ability.

In order to successful in the role you will need

- Interest in Rugby League or Sport
- Satisfactory level of planning and organisation skills to manage often conflicting priorities which cannot be planned or predicted.
- Ability to solve customer problems in a positive and proactive way.
- Knowledge and experience of training delivery platforms including online and web based.
- Experience of working with outside agencies
- An understanding of training delivery and quality assurance processes.

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 across the whole organisation. 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 across the organisation 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.



Remuneration £22,500 - £25,000 plus company benefits. This role is full time and based in Manchester, however due to the nature of the role, travel and flexibility with hours may be required. The RFL encourages a flexible and hybrid working environment.

This is only a summary of the role as it currently exists and is not meant to be exhaustive. If you would like to be considered for the Education Officer or have any questions, please email People.Team@rfl.co.uk with a CV and cover note/email outlining why you wish to be considered.

Applications close Tuesday 29th April 2025.