

**Events Executive****Hours: Full Time****Salary : £25,000****Location: RL Headquarters, Manchester**

An exciting opportunity has arisen at RL Commercial. Rugby League Commercial manages all commercial aspects of UK Rugby League, including the Betfred Men's and Women's Super League, the Challenge Cup and the England national teams (men, women and wheelchair). We are seeking to appoint an Events Executive to support the delivery of key Rugby League events.

RL Commercial are currently recruiting for an Events Executive.

Key responsibilities

- Maintaining and updating Events related databases.
- Updating and managing team calendars.
- Supporting with the creation, updating and distribution of Event documentation and project plans.
- Undertaking all aspects of event accreditation. This includes working with the Creative team for design, ordering stock, collecting information required for the issue of accreditation (from contractors, teams, broadcasters, partners etc.), development of venue accreditation briefing documents, production and distribution of accreditation. .
- Supporting with communications to VIPs and managing their requests.
- Managing venue car parking allocations and requests.
- Preparing briefing packs for competing teams and match day staff and collating this returned information within event documentation.
- Identifying, planning and managing staff accommodation requirements at Events, including on-going management of the reservation where relevant.
- Maintaining a diary for trophies in current circulation, detailing when trophies are booked out for appearances.
- Liaise with clubs and previous winners to ensure trophies are returned within an agreed timeline.
- Managing the Events team inventory and managing the collection and delivery of this kit where required.
- Organisation of event planning meetings with internal and external stakeholders.

Key skills

- Must have worked to tight deadlines and under pressure.
- Must be familiar with Microsoft Office.
- Ideally will have worked in the sports or entertainment industry previously.
- Has an understanding of event planning & delivery.
- Strong administration skills.

RL Commercial 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. If you are an applicant with 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.

Remuneration: £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. RL Commercial supports 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 Events Executive 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 Wednesday 7th January