



RUGBY OPERATIONS COORDINATOR

We're seeking an enthusiastic and dynamic individual to join our rugby club to coordinate the day-to-day activities of the team. You will work as an integral part of the team, supporting the General Manager, to deliver the daily logistics of both training and matches for Dragons RFC.

We are a professional rugby club that operates from the famous rugby ground Rodney Parade Newport, South Wales. Our training facilities are based in the heart of our community and we compete in the United Rugby Championship, a multi-nation competition that pits the best Welsh, Scottish, Irish, Italian and South African talent against each other.

## OUR VALUES

### OWN

We want our people to own and feel part of our success. We believe that people who are engaged in their role will deliver the best results.

### CARE

We want to focus on our people, and how they are challenged and supported. By caring for them, they will care about the success of our club.

### WORK

At the heart of every organisation's success is people who work hard to improve, compete and succeed. We want to support our people to achieve their ambitions.

### YOUR ROLE WILL BE TO:

- Daily effective organisation of the Rugby department by working closely with all stakeholders including players, coaching staff, S&C, medical, analysis etc.
- Responsible for all aspects of the Department's administration, including schedules, clothing (both training and formal) and training equipment.
- Responsible for the accurate and timely URC and European registration of all players. This may include providing support in securing visas and passports for players where necessary.
- Responsible for ensuring that all match and tournament regulations are followed by the club.
- Ensure the club complies with World Rugby, UKAD, WADA and WRU policies and procedures including the ADAMS system.
- To plan and organise the itineraries, transport, accommodation, training facilities and catering for all away matches and "offsite" visits/trips including those for pre and mid-season training camps.
- Responsible for match day administration before, during and after each match.
- Liaison and first point of contact for when players called for official drugs tests (the Head of Medicine will usually accompany if in attendance) and maintain record of testing.
- Line-management responsibility for the Kit Manager.
- To liaise with commercial, media and marketing departments to help coordinate dates and times for Player Appearances and set-up events to satisfy players' Image Rights obligations.
- Representing the Rugby Department in a variety of internal and external meetings and liaising with facilities, commercial, marketing and finance departments on relevant matters.

### ROLE (CONTINUED):

- To co-ordinate regular Rugby Head of Department meetings and ensure accurate recording of meetings and action points.
- To enhance player welfare by working with the Head of Recruitment to support players and their families with 'onboarding' and being a source of on-going support for players and their families during their time at the club.
- Working with each Head of Department, ensure that they are provided with financial administration support
- Support the General Manager and Finance Director in production of monthly payroll.
- Coordinate the Families of Dragons players on match day to ensure they have a high-quality experience.

### YOU'LL WANT TO DO THIS JOB IF:

- You are passionate about delivering in high performance sport.
- You thrive on working as part of a high performance team.
- You are typically curious about solving performance problems, in an integrated way.
- You enjoy being adaptable and having a varied work programme, including extensive travel.

### YOU SHOULD HAVE:

- A undergraduate degree in a related field.
- Experience of organising teams and events.
- Experience of working with finances and budgets.
- Excellent written and verbal communication skills.
- Outstanding organisational and interpersonal skills and have the ability to easily work with others.
- Must be proficient at using all Microsoft and mac based office programmes.
- Full UK driving license.

### YOU WILL RECEIVE:

- Competitive salary based on experience
- CPD programme

### TIMINGS:

Deadline: Friday 7th October September 2022

Candidates wishing to apply should send a covering letter and CV to [joanne.emanuel@dragonsrugby.wales](mailto:joanne.emanuel@dragonsrugby.wales)

