

ROLE TITLE: College Rugby Manager (CRM)**Job Description and Person Specification**

This is an Administrative role for Cambridge University Rugby Football Union (**CURFU**) which is the Constituent Body of the RFU that oversees rugby played by the College teams. If the CRM is a qualified RFU coach then they may wish to run the coaching sessions as set out below. There is a budget for the CRM to use for those sessions. However, the primary role is as follows:

MAIN PURPOSE OF THE ROLE:

To be responsible for ensuring high levels of rugby participation by both Women and Men at the University. In particular

- To work in accordance with the CURFU Development Plan whose key objectives are to increase the number of students playing, refereeing, and coaching rugby within the University and to help with their retention within the game after they graduate.
- To be responsible for the support and development of all current CURFU men's and women's teams and to service these clubs to ensure high levels of participation, sustainability and development.
- Maintain and increase the number of Colleges who have RFU voting member status.

KEY ACCOUNTABILITIES:**(A) Men's College Rugby**

College organization (from mid-April to middle October)

- Appoint and work with College Player Representatives (students who will help liaise with students)
- Induct new College captains, run a pre-season coaching session, coordinate and minute regular College captains' meetings.
- Support Captains in their induction of their support groups, in particular the recruitment officer.
- Support captains and their support groups in recruiting and retaining players through marketing and the annual College and University Fresher's Fairs. In particular produce appropriate marketing material for distribution amongst the student body.
- Build relationship with all College groundsman.

College competitions (from September during term time)

- Organise and administer college league and cuppers rugby, including venues and referees in partnership with the fixture secretary of CUDRRS. Also collecting weekly squad data from college teams.
- Run a Touch competition on the first weekend of the Michaelmas Term.
- Regularly attend matches within the competitions.
- Organise a comprehensive set of regular coaching sessions for college players, including beginners sessions and front row education sessions, and assist the college Captains in organising their own team training sessions.

(B) Women's College Rugby

College organization (from mid-April to middle October)

- Work with Women's elected College Representative
- Encourage as many colleges as possible to have a Women's leader.
- Support College leaders in recruiting and retaining players through marketing and the annual College and University Fresher's Fairs. In particular produce appropriate marketing material for distribution amongst the student body.

Student participation (from September during term time)

- Oversee and support the Women's Rugby Coordinator (WRC) in their role. In particular organising regular starter rugby sessions for Women and establishing a comprehensive set of coaching sessions for college players. With WRC recruit coaches for Women's Development sessions.

(C) For all students

College administration (all year)

- Ensure College clubs have appropriate governance structures: Risk Assessments, Health and Safety, club audits and succession planning; and assist with their retention as RFU voting members when applicable.

- Ensure all Colleges have all the correct and up to date information on the RFU GMS system, including updating it where necessary
- Coordinate and maintain the College rugby section / fixtures and results on both the CURUFC website, any App CURFU may be using and the database.
- Develop relationships with Colleges and pursue new ideas and opportunities to support the development of rugby.

Student participation (Summer Term)

- Run the summer mixed touch initiative
- Arrange England Rugby Referee, Level 2 courses, Coaching courses and any other relevant training courses
- Work closely with CUDDRS (Cambridge University and District Referee's Society) to help with the development of refereeing within the catchment area.

Links with Cambridge University Rugby Union Football Club (CURUFC)–University teams (Autumn and Lent term)

- Act as a link between college teams and CURUFC, ensuring college players are aware of all the attractions of CURUFC.
- Encourage college students to attend CURUFC fixtures, and in particular the Varsity Matches.

Student progression (Summer Term)

- Develop the CURFU exit strategy for rugby participants and maintain them in the sport beyond University.

(D) Other *(small amounts of time at any point in the year)*

Local involvement outside of the University

- *Community:* Actively collaborate with local rugby colleagues in supporting the development and delivery of Rugby Union within the local geographical area.
- *Community/Sponsorship events:* Help organise such events eg The Lions Den
- *Youth:* Meet with officials from Cambridgeshire and Eastern Counties and Schools organisations regarding events at Grange Road. Arrange any events.
- *Wider Community:* Help with hosting any visiting touring groups.

RFU help

- *RFU strategic plan:* Work collaboratively with RFU local delivery staff to ensure the programmes undertaken deliver the objectives of both CURFU and RFU.
- *RFU involvement:* When appropriate, arrange the use of Grange Road for any initiatives the RFU may wish to undertake. Attend relevant RFU conferences.

Other

- *Sponsor:* To be involved with the successful activation of any sponsors of college rugby.
- *Media:* To be mindful of any opportunities to publicise rugby activities within the University.
- *General:* To undertake any tasks as required by the CURFU Board
- *Health and Safety:* To be mindful of the Health and Safety at Work Act 1974 and all other legislative requirements.

START DATE: September 1st 2021

HOURS: The position requires flexibility in working hours. During extended term time there will be a need to work longer hours that will include evenings, Saturday afternoons and other possible weekend time. This will be compensated for during other periods. Extended term consists of the 11 weeks mid-September to first week in December; 8 weeks mid-January to mid-March. During this period the post will require on average 20 hours a week. During the other 29 weeks of the year an average of 10 hours a week would be needed. This gives a total of 670 working hours. This is 40% of a standard working contract of 1740 working hours based on a 37 ½ hour week throughout the year including a basic holiday entitlement of 20 days plus 8 Bank Holidays.

RENUNERATION: c£10,000

PERSON SPECIFICATION

Qualifications / Education / Specialist skills	Good administrative skills Literate/numerate Computer literate in Microsoft Office Excel/ Word /Outlook Comfortable with using social media platforms Comfortable with App technology and databases
Experience Knowledge and Skills	Experience of Rugby Administration Good knowledge of rugby Experience of giving presentations Experience of organising events
Interpersonal skills / behavioural qualities	Personable and approachable Ability to work alone but willing to seek assistance Proactive approach to tasks Reliable
Other	Ability to work flexible hours throughout the year Able to work to deadlines

If interested please go to the application form at:

<http://www.curufc.com/ClubMgr/clubimages/1089/documents/CRM%20Application%20Form.pdf>