



THE ROYAL LOGISTIC CORPS RUGBY UNION JOB DESCRIPTION



Title: The Royal Logistics Corps (RLC) Rugby Union 1st XV Team Manager

Line Managers: RLC RUFC Chairman & RLC RUFC Director of Rugby

Job Summary

The RLC Rugby Union 1st XV is a high-performing team that competes at both Army level and in external competitions. The club has a strong vision to continue to develop its reputation as an exciting, prestigious team within Defence while best preparing its players for selection at Army and Inter-Services level. The club is committed to discovering and developing talent in the Corps and creating a pathway of development to selection at the elite level.

The Team Manager will be the administrative lead for the 1st XV team, responsible for the management of all aspects of match preparation, including co-ordination of fixtures and match day organisation. Working closely with the team coaching staff, they will play a key part in the production of pre-match documents while keeping the team abreast of all club developments. Throughout the season there will be the opportunity to learn from the coaching staff and gain coaching experience.

The role requires a passionate, skilled and organised individual to manage the team and assist associated coaching staff in producing high-calibre, well informed first-team players to contribute to the long-term success of The RLC Men's 1st XV team. Applicants will need to demonstrate the highest standards of professional, managerial and personal attributes.

The post will require out of hours work including periods of time away, requiring for them to be released from primary duties. Applicants should have the full support of their CoC before applying.

Key Duties and Responsibilities

- Manage the registration of all 1st XV players before the start of each season, collating the appropriate information from each player.
- Produce and manage team sheets in conjunction with the Head Coach and ensure all players are aware.
- Working closely with the Club Equipment Manager, ensure the correct kit and equipment is available to the 1st XV as required.
- Through the production of team calling notices, ensure that units are appropriately informed of player selection and that the team is abreast of the dress requirements for both games and post-match events.
- Act as the key representative for the 1st XV at Club meetings.
- Produce an annual report summarising season highlights to inform the Club Chairman's decision to award Corps Colours and annual awards.
- Working with the Club treasurer, manage the team's finances keeping an auditable record throughout.
- Produce an annual business case prior to the AGM to secure appropriate team funding for the coming season.
- Ensure the correct medical supplies remain available to the team throughout the season.

Job Requirements

Essential:

- Exceptional organisational skills

- Excellent communication skills and the ability to explain and present information clearly
- Innovative
- Able to both lead and be part of a team
- Self-Motivated
- Reliable and trustworthy
- Strong work ethic
- Approachable
- High levels of staff work

Desirable:

- Full UK Driving License
- Level 2 Coaching Certificate (opportunities to work towards L3)
- Experience at working at the elite level of the game
- Recent and relevant experience of managing a military team

Start Date – 1 June 2021

If you would like to apply for the role, please email a CV and covering letter of no more than one page to joseph.brewerton100@mod.gov.uk. All applicants will be considered for employment without attention to race, colour, religion, gender, sexual orientation, gender identity, national origin or disability status.