

Game Development Administrator (Match Officials)

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Company: England Rugby

Location: United Kingdom

Category: computer-and-mathematical

Working at the RFU means being part of the 'bigger picture' at England Rugby: to be rooted in **our purpose**, which is to enrich lives, introduce more people to rugby union & develop the sport for future generations. If our purpose resonates with you, and you recognise the value that sport can bring to people's lives, we'd love to work with you. An opportunity has arisen for an Administrator to join the Game Development team on a permanent basis.

Job Title : Game Development Administrator (Match Officials)

Department : Game Development

Reports to : Match Official Development Manager

Salary Banding : £25-27,000

Job Level : Core

Location : Twickenham Stadium (2-3 days/week) & home

Employment Type : Permanent

Application Information:

Please submit an anonymised CV and cover letter (. please exclude personal details, .

The closing date for applications is Wednesday 8th May 5pm.

The RFU reserves the right to close this vacancy early if we receive sufficient applications.

Applications may be considered whilst this vacancy is advertised.

This role will require a DBS check.

Nature and Scope:

The role holder will deliver efficient day to day administrative support to the Match Official Development Team, focusing primarily on the co-ordination of Match Official Operations & Development programmes at Levels 3-4 and equivalent.

You will work with managers and teams across the function to ensure processes, systems and projects are run in an effective timely manner. This role will act as point of contact for internal and external stakeholders.

What will you be doing?

Some key responsibilities include:

Provide administrative support across the Game Development department, with particular reference to their area of ownership.

Administer match official appointments, including the liaison with match officials and clubs where relevant. Match Official Appointments – Who's the Ref (WTR) /Game Management System (GMS). Match Official Expenses – Oracle

Procurement responsibility for kit and equipment the National League Match Official Team.

Own and process contractual paperwork, onboarding, and deployment of the casual match official workforce.

Obtain and verify right to work documentation of the casual workforce ensuring legal compliance, including use of electronic technology platform (Experian).

Process and administer casual workforce on HRIS system (Oracle).

Work closely with internal departments including payroll and the People Team to ensure employment compliance.

Manage meeting agendas, reservations and bookings for the department and assigned RFU committees; take and produce minutes of all committees and meetings where specified.

Arrange travel and accommodation for the department.

Support the administration of training conferences and events.

Actively collaborate with colleagues to contribute to the development and delivery of the current strategic, business and operational plans.

Act as an ambassador for, and promote the best interests of the RFU, including the promotion of the RFU core values and culture.

Undertake such other duties as may be required from time to time as are consistent with the responsibilities of the post and the needs of the organisation.

Your approach to Life (your behaviours):

You have strong influencing and consensus building skills, and you're able to build sustaining relationships.

You're able to work collaboratively.

You are process driven and able to work well under pressure.

You're able to inspire confidence and create trust.

You possess sound judgement and the ability to think creatively to reach desired goals.

What you Know:

Essential:

Highly self-motivated and able to work under own direction to achieve stated objectives within the necessary timescales.

Effective oral and written communication skills including report writing and keen attention to detail.

Strong organisational skills, particularly in coordinating the delivery of events/meetings, and managing office systems and processes to ensure business operations run efficiently.

IT literate and competent in the use of Microsoft Office Applications.

Proven time management and prioritisation skills.

Committed to actively contributing and building an inclusive culture in your role and day to day behaviours.

Desired:

Experience of working in a customer service environment.

Experience in administrative support.

Experience of using E-learning platforms.

Experience of using e-commerce systems.

Experience of using customer database systems.

Additional Information:

If you are a trans candidate, please reach out to or directly to our safeguarding team to use the confidential sensitive application route. This will provide applicants with the choice not to have any gender or name information disclosed on their DBS certificate.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity including evenings and weekends. Although based in Twickenham, this role on occasion will require travel to other parts of England.

We want you to have every opportunity to demonstrate your skills, ability and potential. If there is anything we could do to support you through your application or to provide the best environment for your interviews, including assistance or adjustment, please reach out to .

To download the full job description for this role, please click .

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