Job Title: Men's Rugby Performance Manager

Unit/School: Cardiff Met Sport

Grade: 5A/B

HERA: CMETS137

Core purpose of role

The Men's Rugby Performance Manager will lead and manage the day-to-day operations of the men's performance programme, including administration, finance, and operations. This will include planning and delivering on an annual basis through to the training and matchday operations and workforce. The Men's Performance Programme focussed on BUCS Super Rugby and the WRU Championship.

Key responsibilities and contributions

- Lead and manage the day-to-day operations of the rugby performance programmes including administration, bookings, logistics, finance and operations of the training and competition programme.
- Ensure the club complies with all relevant regulations, including those from governing bodies such as the WRU and BUCS.
- Lead the annual audit and MoS delivery for BUCS and any other requirements.
- Engage with key partners across the university such as the Cardiff Met Sport Operations Team and Students' Union to build clear processes to support with daily operations.
- Work with the committees and department staff to manage operational spend.
- Support other members of the team, paid and voluntary, to coordinate and ensure there is a connection between the performance programmes and wider club.
- Work with the Business Development Team and central marketing to promote the club through various channels, including social media and press releases
- Develop and deploy additional student and volunteer workforce to support the operation of the performance programmes to include student placements, team managers and others.
- Manage and lead on recruitment data collection and storage, complying with data protection and GDPR.
- Operationalise key recruitment events and initiatives such as Rugby Experience Days, Performance Fresher Camps and recruitment databases.
- Coordinate the ordering and management of kit for players and staffing working with key stakeholders
- Lead fixture administration and operations for the men's performance programme, liaising with opposition to confirm kick-off times, agree rearrangements and communicate postponements, ensuring all associated transport, facility and other bookings are updated accordingly.

Person specification

Essential qualifications / Professional memberships

- Relevant degree or NVQ, or equivalent.

Essential experience, knowledge and skills

1. Proven experience in an operational role within a club or sports organisation.
2. Experience of administrative and logistical work.
3. Experience of operating to audit processes, licencing or minimum standards.
4. Knowledge of health & safety procedures and processes.
5. Budget and financial management skills.
6. Exceptional communication and interpersonal skills.
7. Ability to develop and maintain strong relationships within a broad range of key stakeholders.
8. Ability to perform under pressure.
9. Ability to connect sports performance need with operational delivery and planning.

Desirable

1. Experience of working within performance sport.
2. Experience of working within rugby.
3. Experience of working within a university.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: Welsh language skills levels. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.