

Sports League Coordinator - London

Try Tag Rugby (TTR) offers regular participation in Tag Rugby for people aged 6-60+ across a diverse, welcoming, and inclusive community of players and supporters UK wide.

Sports League Coordinators (SLCs) take responsibility for coordinating four leagues in London. They manage both off field league administration such as fixture creation and high quality customer service, as well as the practical side, the successful running of each league day / night at the venue.

The ultimate objective of Sports League Coordinators is to have high customer satisfaction, leading to strong retention of teams & players, and overall growth in participation.

The SLC is a very sociable job, mixing both office and outdoor work. Our ideal candidates will be extremely organised, with strong admin & communication skills, and a strong love of sport.

Role & Responsibilities

Responsibilities

- Management of four leagues, including league administration & venue supervising
- Managing league culture & adherence to the player code of conduct
- Retention of existing teams & players from season to season
- Successful recruitment of new players & teams to your leagues to maintain & grow participation
- Meet deadlines for fixture releases & communications
- Manage, mentor, assess & feedback to referees appointed to your leagues
- Communicate with Venue Supervisors appointed to your league's secondary venues
- Manage & establish relationships with post-match pubs to ensure a healthy social scene
- Build & manage relationships with team organisers & key customers at your leagues
- Provide regular ongoing reports such as league duty reports & team retention reports
- Check venue conditions during times of bad weather
- Ensure pitches meet health & safety standards & report pitch issues
- Ensure all teams and players pay in full, adhering to payment deadlines

Daily Activities

- Plan and structure leagues, generating & updating fixtures for the season
- Deal with league specific customer service enquiries via email, phone & Whatsapp
- Write & send mass communication emails to players and teams in the leagues
- Manage team retention process, follow registration priority policies & promote upcoming seasons
- Reconfirm appointments of Venue Supervisors / referees & communicate nightly summaries
- Complete a detailed duty report on your next working day after a league and action accordingly
- Deal with initial stage of player or team disciplinary process
- Set-up pitches, conduct safety checks, greet players on arrival & conduct new player briefings
- Undertake basic first aid on any injuries
- Referee games where required
- Understand and make sure teams & referees adhere to regulations
- Have a good understanding of all TTR offerings to confidently discuss & promote with players
- Promote the league to anyone at the playing or social venue who asks about how to get involved

- Get great content for sharing on social media
- Update quick scores at the conclusion of play
- Conduct end of season presentations at the post league social venue
- Keep suitable levels of all equipment and adhere to our stock & kit re-ordering procedures
- Run Taster Sessions, either during the league or separately.

Other

- Assist a member of the leadership team in another area of the business. Areas include referee appointments & development, events, customer service, community marketing, comms, new venues
- Assistant manager of a London UK Tag Nationals region (year round SLC's only)
- Assist with major event & tournament preparation & work at 3-5 Saturday events / tournaments
- Work at social events & corporate Tag Rugby events
- Manage or mentor other junior staff on occasions such as interns or work experience students etc

About you

This position would ideally suit a recent graduate with an interest in rugby or a sports enthusiast looking for a change of career. Current Tag Rugby players or referees are also encouraged to apply.

The ideal person will be/have:

- Extremely organised and proactive with an efficient work ethic
- Strong attention to detail & excellent administration skills
- Strong oral and written communication skills
- Confidence using IT systems and ability to quickly learn internal sports management systems
- A strong interest in sport
- A willingness to learn to referee Tag Rugby
- Welcoming and personable, enjoys working as part of a sociable team
- Reasonable fitness, to be able to carry a kitbag and referee Tag Rugby games
- Good sense of humour and ability to have fun

Nice to have:

- Degree qualification in sport, business or a related field
- First aid certificate
- Hold a driver's license and able to drive in the UK

Reporting To

A London Regional Manager

Working arrangements (hours, location, salary & benefits)

- You are expected to run 4 leagues a week
- 28 days statutory leave annually (includes public holidays), plus 5 days additional company leave
- Hours - 35 hrs weekly. To be made up at times when leagues you are appointed to are running and at other times suitable to the business. Most SLC's will be on a Monday-Friday rota. Two

SLC's are likely to be doing a Thursday to Monday rota, with Friday being their main admin day. Exact rota will be discussed during interviewing, so that hours agreed suit both parties.

- Location - Your places of work are the TTR office (Elephant & Castle, London) and your league venues, within zones 1-3 of London. Working from home will be allowed where agreed.
- Over-time available on cover shifts (above min of 4 rostered leagues weekly), plus paid refereeing available when not rostered to work at a league or event.
- Refereeing bonus when reffing 2 or more games a night as an SLC
- Free Employee Assistance Program & free access to TTR services as per policy.
- Annual training budget for development opportunities
- Office social events and team building activities, plus office snacks and refreshments
- Salary £23000-£27000 based on skills & experience, plus bonus dependant on company & individual performance.

Available Positions

6 Full-time SLC's starting mid February 2023. 5 part-time SLC's on fixed term contracts from April to early September.

How to Apply

Please see a cover letter and CV to Kyle Nish, kylenish@trytagrugby.com.

Final closing date for full-time positions is 9am, 10/01/23. However as up to 6 positions are available, some outstanding applicants may be interviewed prior to the closing date.

Final closing date for fixed term positions is 9am, 30/01/23.