



INNOVATION ACADEMY VACANCY

TOURNAMENT OPERATIONS COORDINATORS

National Minimum wage

RUGBY LEAGUE WORLD CUP 2021

LOCATION: MANCHESTER

FOUR POSITIONS AVAILABLE

THE INNOVATION ACADEMY

Our RLWC2021 Innovation Academy is an opportunity for exceptional individuals to gain a hands-on experience and develop themselves further in a unique working environment.

The programme will offer real roles with real responsibility and expectations to deliver to world class standards. The roles available cover both paid internships and voluntary short-term work placements.

The successful candidates will benefit from on the job learning and be surrounded by experts working on a major sporting event. The Innovation Academy will offer outstanding opportunities to gain experience and really test your capabilities.

WHO YOU'LL BE WORKING FOR:

In 2021, England will host the largest team sporting event in the world that year - the Rugby League World Cup, which will be the biggest and best ever in its history that dates back to 1954 when the tournament began.

32 competing nations in the men's, women's and wheelchair competitions will play in 61 matches across 21 venues, including St James' Park, Elland Road, Anfield, Emirates Stadium, M&S Bank Arena and Old Trafford. The most inclusive sport played in the biggest venues across the country.

We are on a mission to create inspirational moments that excite, engage and leave a long-lasting legacy.

Led by our values of being Bold & Brave, World Class, Authentic and Inclusive, we are looking for the best talent to join our team.



Bold & Brave



World Class



Authentic



Inclusive



WHAT IT'S LIKE IN OUR TEAM:

We have a 'start-up' culture with a 'high bar' mentality to everything we do - we need to ensure that all touch points of the tournament are world class.

We require innovators and have created an environment where all our teammates flourish.

We have a leader-leader culture (not followers), with each teammate taking responsibility and accountability for their actions and results to move the business forward - we want people with a glass half full mindset!

We move at pace and have plenty to achieve in the next 12 months, so need people who are hungry to use their skills and experience but also have a desire to learn more.

With a great choice of rewards and training, we provide a progressive culture to learn and develop your career.

OVERVIEW OF THE ROLE:

You'll be part of a team of four Tournament Operations Coordinators working with the RLWC2021 Operations team to support delivery across the Team Services, Tournament Services and Match Operations functions to deliver a World Class tournament. You will be eager to learn, organised and enjoy working in a dynamic environment. RLWC2021 will allocate successful candidates to focus within a particular function, however it is anticipated that the Tournament Operations Coordinators will support the entire Operations team.

You will work in a highly collaborative way and will experience the planning of large-scale programmes and complex projects. You will need the ability to build positive relationships with multiple partners and you will be key in contributing to our vision of staging the biggest and best-ever World Cup.

You will have an eye for detail (we don't mind if you're a bit of a perfectionist) and strong organisational skills, whilst being comfortable working to tight deadlines within a small, dedicated team.

You will develop a good understanding of the interdependencies involved in major event planning.

WHAT YOU'LL BE DOING:

- Coordinating meetings with and liaising with tournament stakeholders and partners to ensure all operational matters are organised.
- Preparing and Distributing Tournament/Team and Match Operations Documentation.
- Contributing to workforce planning for tournament time and matches.
- Assisting in the recruitment, management, support and training of volunteers needed to support the tournament.
- Coordinating the ordering and procurement of necessary equipment.
- Working in conjunction with the Accreditation and Logistics Manager on coordinating and managing all tournament accreditation.
- Working as part of the wider Operations team to deliver the operational functions of the World Cup.
- Assume other duties as required by the Tournament Director, Head of Match Operations and / or Head of Team Services.



Bold & Brave



World Class



Authentic



Inclusive



- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.
- With your appointed Lead, plan and agree an achieve and develop plan.
- To actively contribute to RLWC2021's values of being Bold and Brave, World Class, Authentic and Inclusive.

SKILLS AND EXPERIENCE REQUIRED:

- A team player with a passion for sports and an ability to motivate and lead others.
- Self-motivated and dynamic personality with entrepreneurial and strategic thinking.
- Excellent communication skills, with individuals from all nationalities and cultural backgrounds with different language abilities.
- Service and solution oriented as well as an ability to handle conflict in a calm and professional manner.
- Creative and innovative thinking, a strong sense of ownership as well as team leader skills.
- Interest in international sport, preferably Rugby League.
- Attention to detail, reliable and discrete with experience of successfully working in a politically and commercially sensitive environment.
- Ability to develop relevant contacts, to facilitate collaboration and capture emerging best practice.
- Be able to meet tight deadlines and challenging targets/KPIs.
- Display a high degree of computer proficiency.

In determining which function (Team Services, Match Operations or Tournament Services) each Tournament Operations Coordinator will focus on, RLWC will assess the skills and experience of candidates against the specific requirements of each function. Specifically:

For Team Services:

- Understanding of elite sport and high performance environments.

For Match Operations:

- Experience in an element of event management.

For Tournament Services:

- An interest in sports governance and regulations.

To apply please send an email with "Tournament Operations Coordinator" in the title, including a covering letter of why you think you're suitable for the role, and an overview of your experience in the form of a CV to academy@rlwc2021.com

The closing date for applications is **12pm Wednesday 25th November 2020**.

Interviews will be held early January 2021 for a start date of Monday 22nd February.

The Rugby League World Cup 2021 is committed to equality through diversity.

More information is available at rlwc2021.com.

If appointed you will need to provide us with a copy of your Passport and if relevant, a work permit to show you have the right to work in the UK. Alternatively you would need Tier 2 Sponsorship to be able to work for us.



Bold & Brave



World Class



Authentic



Inclusive

