



JOB DESCRIPTION

RUGBY LEAGUE WORLD CUP 2021

LEGACY PROGRAMME MANAGER

LOCATION: MANCHESTER

TERM: FIXED UNTIL DECEMBER 2021

SALARY: COMPETITIVE

CONTRACT TYPE: FULL TIME

RUGBY LEAGUE WORLD CUP 2021 LTD (RLWC2021 LTD) OVERVIEW:

The RFL was awarded the right to host the 2021 Rugby League World Cup in late 2016 after a competitive bidding process.

The winning bid was made by The Rugby Football League (RFL), with support from UK Sport and the Department for Culture, Media and Sport (DCMS). The event will be funded principally through government funding, gate receipts, commercial revenue and host rights fees.

The event presents significant size, scale and complexity, and will be one of the biggest international sporting events to be hosted in the UK in the coming years. Rugby League World Cup 2021 (RLWC2021 Ltd) has therefore been established to be the organisation responsible for the delivery of the event, and the company was incorporated by the Rugby Football League (RFL) as its subsidiary in January 2017. RLWC2021 has entered into an event organisation agreement with the Rugby League International Federation (RLIF) and will oversee the delivery of the event in accordance with this agreement.

The Board of Rugby League World Cup 2021 Ltd (RLWC2021 Ltd) will oversee the delivery of company's objectives including the safe and successful staging of the event. The Board is comprised of three independent non-executive directors, and stakeholder-nominated non-executive directors from the Rugby Football League (who will act as chair), DCMS, UK Sport, RLIF and RLWC2021.

OBJECTIVES OF RUGBY LEAGUE WORLD CUP 2021 LTD:

The objectives of Rugby League World Cup 2021 Ltd as set out in its Articles of Association include:

- to plan, organise, finance and stage a safe and successful Rugby League World Cup through the co-ordination of national, regional and local financial and technical support;
- to manage the overall budget for the Rugby League World Cup to ensure a safe and successful event in compliance with the organisation agreement;
- to deliver a Rugby League World Cup with high delivery standards, whilst minimising the overall call on public funding and without recourse to the event underwriter;
- to secure and manage commercial funding, both in cash and value in kind, in accordance with the event budget;
- to agree the allocation of contingency funding (in line with the thresholds and conditions determined within any funding agreement from UK Sport);
- to co-ordinate and oversee non-facility based legacy programmes in connection with the event; and to do all such other things as the directors consider will further the interests of the company or to be incidental or conducive to the attainment of all or any of the Objects.




JOB PURPOSE

The successful candidate will initially report to the Programme Director and will have responsibility for overseeing the Inspired by RLWC2021 programme. They will have a proven track record of leading the planning of large scale legacy programmes and/or complex projects and will have experience working in a commercial environment. The role will require a highly collaborative approach with multiple partners and will contribute to the tournaments vision of staging the biggest and best ever World Cup that benefits the sport in the long term.

PRINCIPAL DUTIES / ACTIVITIES:

- Responsibility for overseeing the Inspired by RLWC2021 programme.
- Initiate, design and manage the Inspired by RLWC2021 legacy programme for RLWC2021 covering the three strands of engagement, facilities and volunteers.
- Lead the Inspired by RLWC2021 work, liaising with relevant internal staff and external stakeholders, including the RFL, DCMS, UK Sport and Sport England.
- Work in partnership with the Programme Director and Programme Managers to ensure that hosts embrace and support the Inspired by 2021 programme as part of the bidding process.
- Work in partnership with colleagues in the customer function to ensure that all programmes align with the Customer and Volunteer strategies.
- To work closely with the Commercial function to maximise sponsorship opportunities of the programme.
- Lead and support bids and applications for public and private funding.
- Ensure that the Inspired by RLWC2021 aligns with the strategic objectives of RLWC2021, policies, procedures and strategies including but not exclusively: Ticketing, Customer and Commercial and provide support to other functions to embed Inspired by RLWC2021 priorities where appropriate
- Responsible for inputting Inspired by RLWC2021 into the master project plan, risk register and reporting documents to DCMS and UK Sport.
- Monitor and maintain the programme budget of approximately £500,000 and spend within specified financial delegations. Provide regular and accurate reporting to the Programme Director.
- Establishing effective monitoring, reporting and change mechanisms to ensure that planning helps to enable the event to be delivered on time and on budget
- Ensuring that operational plans are communicated and integrated across customer, revenue, communications and business function areas.
- To assist the Chief Executive with government stakeholder relationships – e.g. UK Sport and DCMS.
- Produce reports for the RLWC2021 Ltd Board, event partners and the RLIF.
- Support the Business Manager to provide input into any relevant procurement where required.
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.
- With the Programme Director, 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.
- To be able to demonstrate impact of the programme.
- Assume other duties as required by the Programme Director.

KNOWLEDGE, EXPERIENCE AND SPECIALIST SKILLS:

- A degree or equivalent qualification.
 - Significant experience of managing multiple-project programmes either in the public sector or in a commercial contract management setting with first-hand experience of sports legacy planning and delivery.
 - Experience of writing funding reports and working to deadlines.
 - Experience of working in a similar role and environment.
 - At least 5 years' experience of working on major events or projects in the UK.
 - Understanding of risk and contingency planning for major events.
 - Experience of successfully working, liaising and communicating with a large number of partners, stakeholders and contractors across the public and private sectors.
- 

- 
- Experience of successfully working in a politically and commercially sensitive environment.
 - Demonstrable budget management experience.
 - Analytical skills, experience of developing reporting packs for Board level.
 - Understanding of international sport, preferably Rugby League.
 - Understand the principles of sports funding models and community engagement.
 - Be capable of delivering quality reports and formulating information to inform the compilation of successful business cases.
 - Hold a thorough understanding of sport and physical activity and an understanding of inclusion.
 - Have a positive, adaptable and creative attitude to problem solving, decision making and be able to solve wider strategic problems relating to whole projects.
 - Ability to develop relevant contacts, to facilitate collaboration and capture emerging best practice.
 - Be able to meet tight deadlines and challenging targets/KPIs.
 - Possess good presentation, interpersonal and organisational skills.
 - Have strong supervisory skills and be experienced in motivating and developing delivery partners.
 - Be able to gather and interpret and act upon information across the sport and leisure industry and the regeneration sector as relevant to community sport.
 - Display a high degree of computer proficiency.

PRINCIPAL HEALTH AND SAFETY RESPONSIBILITIES:

- Compliance with the Health and Safety at Work Act, with specific responsibility for the health safety and welfare of all personnel within their control including themselves and for ensuring the overall safe and compliant planning, implementation and monitoring of all activities.
- Reports all accidents and/or incidents and near misses in accordance with Rugby League World Cup 2021 Ltd procedures.

KEY RELATIONSHIPS:

- Chief Executive
- Chair of the Board
- Board of Directors
- Customer Director
- Executive Director and Senior Executive Team
- UK Sport and Government
- Rugby Football League
- Rugby League International Federation
- Charity partners
- Sport England

OTHER INFORMATION:

Rugby League World Cup 2021 Ltd positively encourages applications from suitable qualified and eligible candidates regardless of Age, Sex, Race, Disability, Pregnancy, Marital/ Civil Partnership status, Sexual orientation, Gender reassignment or Religious background.

HOW TO APPLY:

To apply candidates should submit a CV and a letter detailing the positive contribution and impact that you can make along with the motivation for applying to Charlotte Monkman by email to charlotte.monkman@rlwc2021.com.

The closing date for applications is 21st May 2018

