



Rugby Events & Development Manager

JOB DESCRIPTION			
Job Title:	Rugby Events & Development Manager	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Salary range:	£30,160
Location:	Sale Sharks Training Centre, Carrington. Regular travel will be required across Greater Manchester & North West	Reporting to:	Head of Rugby Development
Closing date:	Friday 13 th November	Interview date:	W/c 23 rd November

About Sale Sharks Foundation

Sale Sharks Foundation is the official charity of Sale Sharks Rugby Club. Our purpose is to *Level the Field* for communities across the North West, using the power of rugby to improve health, reduce inequalities, and create a sense of belonging.

Established in 2010, we deliver high-quality, community-focused programmes across community inclusion, education and rugby development. Last year, we engage over [21,000 people](#), supporting children, young people, and adults of all ages and abilities – particularly those facing the greatest barriers to opportunity.

Our [Levelling the Field Strategy](#) focuses on tackling key challenges across the North West, including health inequalities, social isolation, and access to education, employment and sport. We are especially committed to supporting women and girls, disabled people, and those facing poverty and young people from underserved communities.

Our passionate and dedicated team delivers more than 30 programmes each year, working closely with schools, community organisations, and local partners to create positive, lasting change.

By joining our team, you'll play a direct role in delivering this impact on the ground - helping to create inclusive opportunities and experiences that make a real difference in people's lives.

JOB SUMMARY:

Sale Sharks Foundation is looking for an enthusiastic and highly organised Rugby Events & Development Manager to lead the planning, coordination and growth of our portfolio of events and participant experiences across the North West.

This exciting role will oversee a diverse range of activities including matchday experiences, holiday camps, residential programmes, term time school delivery, school tours and community rugby initiatives. You will be responsible for creating outstanding participant experiences, managing event operations, coordinating logistics, supporting income generation and building strong relationships with schools, community organisations and rugby clubs.

Working closely with colleagues across Sale Sharks Foundation and Sale Sharks Rugby Club, you will play a key role in developing and delivering high-quality events that engage thousands of participants each year while supporting the Foundation's mission to Level the Field across the North West

ROLES AND RESPONSIBILITIES

Programme and Project Management

- Design, develop and manage existing and future programmes and events within the Rugby Development Department towards areas including, but not limited to; Grassroots Rugby (both clubs and schools), Community Rugby/School Tours, Rugby Development Camps, Residential Camps and Match Days.
- Develop and deliver a vision for Community Rugby at Sale Sharks Foundation in line with the Levelling the Field strategy.
- To plan and co-ordinate events at Sale Sharks home matches (both men's team and women's team) to promote match day activities, managing bookings and payments in liaison with Sale Sharks commercial team.
- Develop and maintain databases to help promote match days and holiday programmes and manage specific mailings of marketing information
- Work with Sale Sharks Foundation leads and Managers to ensure all delivery needs are met, including staffing of all Rugby Development delivery
- Work with Sale Sharks Foundation leads and Managers to enhance existing and develop new Sale Sharks Foundation products that are feasible, viable and sustainable.

Stakeholder Engagement

- Build and maintain positive relationships with key stakeholders to support with programme aims.
- Facilitate regular communication and collaboration with schools, colleges, Sale Sharks, England Rugby and community partners.
- Support the development of new partnerships in line with the Levelling the Field strategy and programmes.
- Identify opportunities to engage new participants and expand programme reach.
- Identify and support funding / partnership growth.
- Represent the Foundation professionally in all community and partner settings. Being a champion for Rugby, Sport and Opportunity across the North West.

Line Management

- Provide line management to direct reports, ensuring they are fully equipped and supported to deliver their work effectively.

- Offer inspiring and effective support to team members and project / programme staff. Fostering a positive, productive and collaborative work environment.
- Conduct regular performance reviews and provide opportunities for professional and personal development and training.
- Lead a cohesive team by fostering collaboration, clear communication and a shared vision to achieve common goals whilst celebrating achievements.

Safeguarding and Risk Management

- Ensure the set up and delivery of all programmes and projects under your responsibility are compliant with all policies and procedures, includes; health and safety, safeguarding and GDPR policies, supporting delivery staff to keep on top of reporting requirements.
- Ensure all activities are correctly monitored with appropriate assessments and health and safety and delivery processes and procedures in place.

Monitoring & Evaluating

- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of programmes and projects.
- Prepare and present regular reports on programme and project performance to senior management and key stakeholders.

Budget Management

- Monitor and track income and expenditure of all Rugby Development activities and ensure compliance with financial policies and processes.

General

- Support the wider team as needed across Foundation programmes.
- Any other level appropriate duties as required by the employer.

It is expected that the role at times, will include working evenings and weekends, including match days. This will always be agreed in advance with time off in lieu offered.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

It is key to this role that candidates:

- Promote the Sale Sharks Foundation and Sale Sharks brand and values in a professional, strong, and positive manner.
- To be able to work flexible and unsociable hours where the role of the job requires.
- Be committed to applying and promoting equality, diversity and inclusion as Sale Sharks Foundation and comply with all Charity policies and procedures.
- Act in line with the Foundations code of conduct always showing professionalism in all environments we work across, acting as role models for our community.
- Continuously evaluates the success and standards of their work and that of others, through rigorous self and departmental reflection and analysis. This includes creating a CPD plan and working towards agreed PDR objectives.

PERSON SPECIFICATION

Qualifications	• England Rugby coaching award or equivalent. • Commitment to ongoing professional development and learning
Knowledge, Skills & Experience	<u>Essential</u> • Experience planning and delivering sport, coaching, or community-based sessions and events • Experience managing programmes with a range of key performance indicators. • A strong understand of all forms of Rugby Union and how to engage a range of experience levels. • A confident and proactive communicator with experience of managing a team of people. • Experience or willingness to liaise directly with schools/partners to organise and schedule delivery • Understanding of safeguarding and working safely with young people • Strong organisational skills and ability to manage time across multiple sessions/projects • Ability to work both independently and as part of a team • Basic IT skills (e.g. Microsoft 365) and ability to complete session registers and data requirements <u>Desirable</u> • Understanding of challenges faced by young people from underserved communities • Experience of working with a range of stakeholders across school and community settings • Experience supporting monitoring, evaluation, or reporting processes • Experience working independently in community settings
Personal Attributes	• Passion for sport and making a positive difference in the community • Friendly, approachable and positive "can do" attitude • Strong interpersonal skills and ability to build relationships quickly • Clear and confident communication style, with the ability to motivate and engage others • Reliable, well organised, and able to take initiative in coordinating delivery and solving problems • Ability and Enthusiasm to adapt to situations and work flexibly to support foundation delivery. • Willingness to be flexible and work evenings/weekends where required • Commitment to the values and mission of Sale Sharks Foundation • Desire to learn, improve, and reflect on own practice
Additional Requirements	• Full UK driving licence and access to a vehicle • Confidence and willingness to drive a van to transport equipment for programme delivery (training can be provided)* • Enhanced DBS check (required)

**Due to insurance purposes candidates must be over 21 and hold a full clean driver's license. Points on a licence will be considered.*

Staff Benefits:

- ✓ 25 days annual leave pro-rata (3 to be taken between Christmas and New Year), with additional leave after 3 and 5 years of service.
- ✓ £240 per year (Pro-rata, claimed monthly) wellbeing benefit.
- ✓ 3% Pension contribution.
- ✓ 2 free tickets per game (Men's & Women's).
- ✓ Kit provided
- ✓ 20% discount on the staff shop.
- ✓ Access to Sale Sharks High Performance Gym after 4pm.
- ✓ Opportunity to buy into Sale Shark performance meal prep on site.
- ✓ Flexible working (where possible around delivery needs).
- ✓ Dogs allowed in the office/outdoor kennels (behaviour permitting).
- ✓ Free tea & coffee in the office.
- ✓ Free onsite parking.
- ✓ Health insurance through Vitality, including access to the Headspace app, discounted gym memberships, free weekly coffee and film rental, health checks, employee assistance, and discounts on health and wellbeing products (upon successful completion of probation period).
- ✓ Annual reward and recognition awards.
- ✓ Access to e-learning platform.
- ✓ Bi-annual all staff training days & Foundation socials.
- ✓ Other CPD opportunities throughout the year.

TO APPLY

To apply, please upload your **CV, covering letter and completed Equity, Diversity & Inclusion Form** (available to download on the portal or our webpage) via our online recruitment portal.

If you are experiencing any problems with applying online, or would like to get in touch to speak to someone about the role, please contact foundation.hr@salesharks.com.

All applicants must already have the **legal right to work** in the UK. We are unable to offer visa sponsorship for this role.

Sale Sharks Foundation is an **equal opportunities employer** and encourages applications from all sections of the community. The successful candidate will undergo an enhanced **DBS check** to work with children and adults at risk and employment will only be offered the role if a clear check and suitable references are received back.

Unfortunately, we are unable to offer feedback on individual applications.

Please note only candidates selected for interview will be notified. If you've not heard from us within 3 weeks unfortunately you have been unsuccessful this time.