

POSITION DESCRIPTION	
Title: Rugby Operations Manager – North Canterbury	
Reports to: NCRSU Chairperson, Community Operations Manager (Lead)	Location: Rangiora / Rugby Park, Christchurch
Functional Relationships Liaises with: <u>Internal</u> • NCRSU Chair • NCRSU Board Members • Community Rugby Manager • Game Developer Playing and Coaching – North Canterbury • CRU Community Staff	Liaises with: <u>External</u> • NCRSU Clubs & Schools • North Canterbury Rugby Referees • Ellesmere Rugby Sub Union • Mid Canterbury Rugby Union • Waimakariri District Council • Hurunui District Council
PURPOSE OF POSITION 1. Coordinating all aspects of the North Canterbury/ Combined Country Senior, Teenage and Junior grades 2. To provide effective and efficient leadership, communication and administrative support to the NCRSU Board, Clubs, Schools, and other key stakeholders 3. Responsible for the coordination of the North Canterbury Representative Programmes 4. Financial Management. Assist with the Compilation and management of the annual budget, prepare quotations for funding applications as directed	
ACCOUNTABILITIES	EXPECTED OUTCOMES
Competition Management	• Manage the team entry, registration process and support clubs with the requirements around technology required for team entry, team sheets etc. • Manage and develop all Junior, Teenage and Senior competition draws that are meaningful, balanced and competitive and that suit the needs of participants. • Work closely with operational staff in CRU, ERSU & MCRU to ensure combined competitions are run to a high standard. • Liaise with NCRSU Referee appointments officer.
Representative	• Provide administration support to representative Team Managers, Coaches and Selectors. • Manage the organisation of representative team fixtures and overall programme including eligibility checks, booking venues, visiting team details and sourcing quotes.

Event Management	• Manage NCRSU Events including Club Finals and Representative days to a high standard and to budget.
Finance	• Assist as required with the compilation and management of the annual budgets. • Preparation of quotations for funding applications as directed.
Administration Support	• Provide admin support to the NCRSU Board which includes monthly reporting and attendance at all Board meetings, prepare and distribute agenda and collate minutes • Manage judicial and complaints processes for North Canterbury in conjunction with CRU staff/ NCRSU Judicial Panel. • Other Administration Support as required.
Communications	• Ensure all stakeholders are kept up to date with what is happening across North Canterbury rugby through various social media/communication platforms. • Ensure community engagement through communication with life members, sponsors and key club contacts
Health and Safety	• Ensure all CRU/ NCRSU occupational safety and health obligations are met, and your place of work is safe. • Comply with all health and safety obligations ensuring the safety of yourself and team, as well as others within the organisation, reporting all accidents and incidents immediately, participating in any applicable training, and communicating any health and safety issues or concerns to your manager.
General Duties	• Any other duties as may be required.