



Competition Coordinator

Reference: Rugby Europe

Localisation: France / Ile-de-France / Paris

About Rugby Europe

Rugby Europe is the governing body responsible for the promotion, development, administration and management of international competitions for the 48 member unions across Europe. The association organizes over 100 international games and 20 rugby tournaments each year, among which Men's fifteen-a-side European Championships (Championship, Trophy, Conference 1 & 2, Development), U20 and U18 European Championships, all Europe Sevens Nations Competitions Men and Women, Sevens Club Competition, Beach and Snow Rugby Tours.

Rugby Europe is hiring a Competition Coordinator to manage a part of this Competition Portfolio.

Under the responsibility of the Director of Competitions, duties will be as follow:

- **Event Management:**
 - Main coordinator for Club/Franchise Competition
 - Main coordinator for Beach and Snow Rugby Competitions
 - Support on others competitions of the RE Portfolio, including Rugby Europe International Championship (XV's a side) and Rugby Europe Sevens season.
 - Coordinate and Monitor timely registration of players and teams on RE database
 - Develop competition Manuals and game documentation
 - Ensure event regulations are met, including sending and collecting competitions literature to participants (Manuals, appointments, team sheets, game sheets)
 - Match officials logistics
 - Results management
 - Logistics with RE Partners
 - Coordination with Marketing, Communication Department
 - When required, travelling to competitions for onsite event coordination
 - Post-event evaluation (including data entry and analysis and producing reports for event stakeholders)

JOB DESCRIPTION



- **Project Management:**

- Reporting, benchmark and analysis of the performances of the competition life cycle
- Proactivity in developing further the RE database functionalities
- Coordination of had hoc projects as defined by the Competition Director

- **Administration:**

- Compile and prepare presentations, reports, minutes for various meetings (Board of Directors, Committees, Workshops)
- Manage and maintain Rugby Europe Competition and players database
- General administrative follow-up, draft of letters, archiving of competition document on RE Server, etc.

Skills / Profile:

- Bachelor's or Master's degree from a Sport Management, Business or Communications School, University or equivalent.
- Proficient in Microsoft Office suite
- Truly bilingual English and French, a third language (Russian) is a plus. European (UE and Non EU) citizens are welcome to apply.
- Sports background preferred, ideally in an international sports federation or within a private sport event organiser
- Experience of working in a multicultural environment
- Experience in delivering official competition documentation (Presentations, Handbooks) is a plus
- Rugby background is welcome
- Likes challenges and is results-driven. Positive, determined and perseverant
- Ability to work during week-ends (approx. 5-10 week-ends per year)
- Ability to nurture and foster good relationships with stakeholders

Process

- Resume, Cover Letter and Salary Expectations to be sent to jobs@rugbyeurope.eu
- Deadline to apply: March 31st, 2021.



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