



DWP Bid Unique Identifier

Job Placement title

Sports Administrator

Job Placement summary

Looking for an exciting and rewarding opportunity working in the sports sector? Try Tag Rugby are looking for people like you! Try Tag Rugby run leagues and events in the sport of Tag Rugby for adults, one of the fastest growing social sports in the UK.

As a company, we are passionate about building communities, improving the health and social lives of our players, and developing our people.

We are looking for an enthusiastic, hardworking and curious Sports Administrator who will provide general administrative support for Try Tag Rugby's League Operations and Events manager. The Sports Administrator would be vital and provide a central role in the following areas:

- Providing office administrative support, including:
 - a. Providing operations support to Venue Supervisors (VS): ensuring they have all required equipment, communicating key updates, scheduling, dealing with VS queries.
 - b. Supporting administrative and operations tasks related to one day tournaments and events
- Working at Tag Rugby events supporting tasks such
 - a. onsite set up
 - b. score running
 - c. registering players.
- Support Try Tag Rugby Venue Supervisors at our larger and more complex leagues. This would involve:
 - a. Ensuring COVID safe procedures are being adhered to
 - b. Support organising league social events (when permitted as per COVID restrictions)
 - c. Support the Venue Supervisor in advertising Try Tag Rugby events, tournaments, upcoming leagues & merchandise
 - d. Find new post-match venues and potentially after match partnerships
 - e. Opportunities to referee and receive first-hand experience of learning the game of Tag Rugby

Not only would the successful Sports Administrator have a hand on and integral role in providing Try Tag Rugby with office administration and Venue Supervising support, but there will also be other development opportunities and company perks:

- Access to senior managers within Try Tag Rugby for career advice and personal development.
- Exposure to multiple areas of the company for a well-rounded learning experience.
- Potential full-time position on completion of successful 6-month placement.
- Play in our leagues for free.
- Attend our events and weekend tournaments.

Now on to the specifics:

- The Sports Administrator will need to be a current UK resident and based in London.
- The job is office based (Try Tag Rugby HQ) with the flexibility to work from home when desired
- 25 hours per week with a flexible work schedule. Core hours will vary but will be a mix of daytime work between the hours of 9am-5pm, evening hours between 6pm-10pm and weekend hours between 10am-3pm on a Saturday and 12p-6pm on a Sunday.
- Availability to work in evenings and at weekends necessary.
- National Minimum Wage

We are passionate about our people and our sport, and we are always on the lookout for energetic, committed and talented people. If you want to be part of the Try Tag Rugby community and the continued growth of one of the



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Essential skills, experience and qualifications

- Degree qualification in Sports Administration (2:2 or above)
- Interest in sport preferred
- Interested candidates to be determined, committed, eager to learn and enthusiastic.
- DBS check required – to be applied for by The Company

Job category (DWP use only)

Number of hours per week

Working pattern and contracted hours (including any shift patterns)

25 hours per week with a flexible work schedule. Core hours will vary but will be a mix of daytime work between the hours of 9am-5pm, evening hours between 6pm-10pm and weekend hours between 10am-3pm on a Saturday and 12p-6pm on a Sunday.

Hourly rate of pay

Details of employability support (training opportunities/mentor)

- Mentoring, career advice and support from management and company owners
- Ongoing on the job training
- Training provided by an intermediary body

The Gateway will be offering very comprehensive employability support utilising specialist partners with extensive experience of delivering this type of support on similar programmes. The employee will be assigned a careers coach to work with them before, during and after the placement and to act as a mentor or coach. We will be offering all the required training that employees must undertake including but not limited to: Time-keeping, Attendance, Teamwork, Communication, Remote Working, Confidence and assertiveness in the workplace. The specific employability courses that will be co-ordinated by their careers coach are: Job searching, CV Writing, Interview Techniques, Setting Career Goals, Developing transferable skills.

We are also encouraging employees in conjunction with the employers to undertake further online or virtual training courses on transferable skills, from a vast range we've managed to source through partners. We will also be signposting to free accredited courses. We'll be offering enrichment activities on taking on big challenges, goal-setting, resilience, attitude, growth mindset, determination, persistence, mental toughness, preparation and how to use the programme as a springboard for their future career and life, helping the employees to significantly increase their chances of making the programme a success. Activities will include talks, guidance, webinars from sports stars, prominent speakers, authors and psychologists. We hope the employees will move to a permanent role at the end of the placement. If they do not, they will have been equipped with improved skills, experience and confidence when returning to the jobs market. Employees will collate this onto a CV and LinkedIn profile in a portfolio format so that they can evidence the new skills, experiences, qualifications and training that they've been given. They will also be presented with a Kickstart certificate from us to reward them for their successful participation in all the mandatory and voluntary training at completion of their six months.

Hopefully, a high percentage of employers will see what these young employees bring to their organisations and the employee will have impressed them during this initial 6 months, so that the employee is taken on permanently afterwards or progress into other employment, an apprenticeship, or further/higher education.

We also realise that there's only so much we can do remotely for the employees so are offering a package of training and support to employers to help them make the placement a positive experience and help them to support the young person to progress, develop, learn and grow.

Company name

Closing date for applications



Department
for Work &
Pensions

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Using the table on the next page please provide details for each Job Placement by location.



Department
for Work &
Pensions

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Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Try Tag Rugby HQ, Southbank Technopark, 90 London Rd, London SE1 6LN + onsite at league and event locations	William Shepherd 07892934767 williamshepherd@trytagrugby.com	Send CVs and expressions of interest by email to: williamshepherd@trytagrugby.com Telephone inquiries and applications can be made to: William Shepherd 07892934767 Calls to be made between hours of 9:00am and 5:00pm Monday-Friday.	1 (one)	15	Yes	As soon as possible