



Competitions & Compliance Coordinator (West)

In this role, you will coordinate regional competitions and participation programmes whilst supporting the development of new competition and participation opportunities.

About the role

Competition Planning & Delivery

- Plan, Prepare, & implement all regional competitions & finals, in conjunction with colleagues and stakeholders
- Coordinate day-to-day regional competition operations in accordance with agreed objectives, to deliver a positive experience for stakeholders. Including clear communication; problem solving; regulations and compliance; finances; resource allocation; general administrative support to improve & implement processes; & player transfer requests as required
- Develop, manage & coordinate regional competitions & participation programmes, ensuring all competition results & records are displayed
- Provide administrative support for match organisation & player eligibility processes.

Governance, Compliance & Continuous Improvement

- Monitor & report breaches of Scottish Rugby policy & competition rules & regulations to the Championship & Competition Committees, coordinate & sit as Secretary for Regional Competition Committees & ensure sanctions are issued on time
- Review & evaluate documents, policies, & general practices, recommending improvements
- Create accurate reports to present in area & departmental meetings, & to other stakeholders as required

Stakeholder Engagement & Collaboration

- Be a key contact for clubs and schools, building strong relationships & providing clear communication & solutions throughout the season
- Collaborate with Rugby Development colleagues to support strategic, business, & regional plan delivery

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Rugby Development Dept
- Scottish Rugby Colleagues
- SCRUMS Pro Steering Group
- Club Rugby Board (CRB)
- Championship and Competitions Committees, forums

*“Our ambition is that everyone in Scottish Rugby feels a sense of ‘belonging’ by being clear on the **purpose** of their role, feeling **valued** as a member of the team, and **connected** to colleagues across all areas of the organisation”*

Key Skills

Business Enabler

- **Communication:** you get your point across clearly and effectively. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Stakeholder management:** you have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.

Planning and Organising: You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.

Knowledge & Experience

- Proven experience in **coordinating and organising events or sporting competitions**
- Strong track record of **working effectively with and supporting colleagues and volunteers**
- Experience of **working in a customer facing role, dealing with multiple stakeholders**
- **Proficient IT skills**, particularly in Microsoft Office, including preparing and writing reports and analysing data
- Previous experience of working or volunteering in a sporting environment would be beneficial
- Any knowledge of club and school structures or competition management would be advantageous
- **Higher English and Maths grades**, or equivalent qualifications or experience.
- Ability to work **independently and proactively** to solve problems
- A full, valid driving licence is not essential but would be beneficial.

Working Logistics

Location: Hybrid / Scottish Gas Murrayfield, and home-based

Working pattern: Full time, the ability to work flexible hours, due to working in sport this will include event and weekend working

Contract type: Permanent

Reports to: Head of Competitions and Compliance