



Harlequins

Founded in 1866, Harlequins is a rugby club that is recognised around the world, ranking among the best rugby clubs in this country and Europe. The Club is a founding member of the RFU and boasts more presidents than any other club and is well represented at the international level of the men's and women's game.

Title:	Academy Administrator (maternity cover)
Reporting to:	Academy Manager
Start Date:	1 st July 2020
Duration of Contract:	Fixed Term Contract - 6 Months Minimum
Relationships:	Harlequins Academy coaches and staff Harlequins Director of Rugby and 1 st team Coaching staff Harlequins Administration staff
Role Responsibilities:	To assist the Academy Manager in the overall administration of the Harlequins Academy

Key Accountabilities:

- To assist the Academy Manager and Academy coaches in the overall administration of Harlequins Academy.
- To assist the Academy Manager in the forging of clear and positive relationships with teachers of rugby, coaches and development staff within feeder schools, clubs and CBs.
- To look after the Academy section on the Harlequins website and ensure all information is up to date, including Academy players lists and training dates.
- To assist the Academy Manager in planning and working within agreed budgets. Mainly using Zahara to raise purchase orders for anything linked to the Academy.
- In conjunction with the Academy Manager make sure all academy athletes from DPP upwards are registered to the Harlequins Academy and appropriate records are kept so can be shown to National Academy head when required
- To assist the Academy Manager with the annual Academy Review.
- Oversee the administration in making sure that all Academy staff both Full-Time, Part-Time and Voluntary are DBS registered.
- Responsibility for the administration of Harlequins Developing Player Programme (DPP), Player Development Group (PDG) and Full Time Academy.
- To distribute kit accordingly to DPP coaches, DPP and PDG players and ensure an up to date stock list of remaining kit is on file.
- Developing Player Programme (13-16yrs)
 - Contact point for all enquiries and all communications from parents, guardians, clubs and schools.
 - Booking of venues and liaison with onsite staff
 - Record registers of attendance
 - Keep database up to date of all DPP players / trialists
 - Liaise with coaches re: programme of work
 - Collate all end of season reports and distribute
 - Organisation of DPP trials from U13 – U16.
 - Attendance at either Brighton / Guildford venue to help with in-session and administration pre-session
 - Keep medical forms for all DPP players on file.



- Player Development Group (15 – 18yrs)
 - As per DPP above and also:
 - Organise insurance policies for selected England Academy Players.
 - Collate database of all school contacts
 - Inform players of weekly weight centres and ensure these registers are available online for weight centre coaches.
 - Keep administration forms on file for all players, to include but not exhaustive to Medical, CRY screening, Personal Details, School Details, Anti-doping form and Player agreements.
 - Quinssa funding for selected players
- Full Time Academy Athletes
 - Organise sourcing and running of Academy House
 - Involvement in administration of Academy appraisals and England Academy Player forms.
- To assist the Academy Coaches with the organising of age group fixtures throughout the season from U15 – U18. To include:
 - Player availability and confirmation
 - Organising the kit prior to the fixture
 - Team manager role on the day, to be present at fixtures.

Competencies

- Highly organized, multi-tasker.
- Tenacious
- Flexible in approach
- Problem solver / proactively reactive when situations / problems arise
- Real ‘can do’ attitude
- Outgoing, affordable and passionate about providing excellent services and products to our customers

Behaviours

- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Teamwork** - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals.
- **Quality orientation** - Shows awareness of goals and standards. Process driven. Follows through to ensure that quality and productivity standards are met.
- **Planning and organizing** - Organises and schedules events, activities and resources. Monitors timescales and plans.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to jobs@quins.co.uk. Only successful applicants to be invited for interview will be contacted. Closing date for applications is **Friday 6th March 2020**.

