

Task Descriptions



Title: University Touch Operations Assistant

Role purpose:

- Liaising directly with host universities to organise infrastructure (pitch markings, first aid, gazebos etc).
- Logistical assistance with referees, teams, third parties and sponsors.

Experience: Managing events. Project management.

Qualifications: Sports or Events linked qualifications desirable

Hours required: Event days – 4-5 hours prep for hosted events / 1-2 hours a week out of season

Key dates:

- June-Aug – Set dates for next season
- Sept – Finalise all plans, bookings and purchases for the season
- Oct-March– Deliver the ETA Touch Season

Reports to: University Touch Manager

Line Management: Events assistant

Locations: Work from home / tournament venues.

Contract type: 1 year term. Discussion to renew if desired at end of season.

Salary: Voluntary role, expenses paid if applicable.

Skills and Qualities:

Person specification	E	D
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word, Excel and GoogleDocs.	X	
Able to quickly learn new computer systems.		X
Work well under pressure and be highly organised.	X	
Very good oral and written communication skills.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
An approachable can-do attitude.	X	
Form relationships with people quickly and easily with the ability to engage your audience.		X
Be available for queries.	X	
Have the ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile.	X	
Be a member of an England Touch affiliated league or club.		X
Able to keep projects/tournaments to budgets		X
Good experience/understanding of running tournaments.	X	
Have the ability to make sound unbiased judgements and recommendations to the board.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Coordinate The annual University Touch Series calendar of events	Plan and ensure that the ETA calendar is up to date and are held at appropriate times and locations.
Coordination and delivery of the UTS, including development and improvement of the series.	Utilise all options for delivering the ETA UTS across the year including communication with clubs, medical, referees, sponsors, membership, High Performance, suppliers and venues. Look for financial opportunities for ETA to benefit from Tournaments hosted.
Facilitate and be responsible for the delivery of ETA sanctioned tournaments.	Act as tournament director at all events and produce the agreed rules and regulations for each.
Set standards and produce guidance for running tournaments to improve the standard of events.	Produce “how to” and best practice guides to be utilised by member clubs.
Annually review and report on the tournament calendar at the end of each year and check against the ETA long term strategy for tournaments.	Liaise with University Touch Manager and clubs to ensure that all aspects of the sport are benefiting from the Touch calendar and tournaments.
Maintain a positive and impartial working relationship with all ETA member clubs and partners.	Review tournaments and seasons with clubs. Be approachable to all and look to take on board advice and criticism forward for consideration.
Ensure that the P&L for events is healthy.	Keep up to date records of all expenditure, whilst logging all incoming and outgoings. Pricing tournaments correctly, in order to safeguard quality and cover from relevant resources.