

HEAD OF PERFORMANCE LOGISTICS - VOLUNTARY ROLE RECRUITMENT PACK



Who We Are

Some space. A ball. Your mates. A game.
Your team. A competition. Maybe a trophy or two.
Work hard. Develop skills. Get selected. Represent your nation.
Volunteer time. Pick up a whistle. Make a difference.
We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

Our Vision

Our Purpose is to govern the sport of Touch.

Our Vision is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

Our Vision is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Sustainability is also at the forefront of our thinking)

Our Vision is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics)

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Why Do We Need You?

The Head of Performance Logistics will play a critical role in the planning, organisation, coordination, and delivery of all logistical operations that underpin the ETA's pathway and performance events and National Teams.

It will ensure that athletes, coaches, and staff have the necessary support to perform at the highest level at domestic and international events.

Role Details

Department	Pathways & Performance
Supported by	Director of Pathways & Performance
Supporting	Divisional logistics leads Collaborates with PPLT members, and other ETA workforce members (e.g. Operations Manager, Finance Lead, Logistics Assistant and Events Lead) and Federation of International Touch (FIT) Officials.
Hours	Approx 4-8 hours / week, increasing during the tournament / event season
Key Activity Periods	January - April: Planning season, domestic camps, ordering kit & equipment. May - August: Tournament season (e.g. Home Nations, Euros, World Cup). September - November: Debrief, reporting and reviews / appraisals. The expected performance dates are added to this recruitment pack as Appendix A
Role Duration	The PPLT are appointed for a 4 year competition cycle, renewable for a maximum of 2 terms.
Expenses	Pre-approved and allowable expenses (travel, accommodation, etc) will be reimbursed upon completion of the standard expenses form to Finance
Location	Work from home and various other locations as required

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What You'll Do

1. Planning & Coordination

- a. Work closely with the Director of Pathways & Performance, coaching staff, and team managers to develop a logistics plan for the annual performance programme.
- b. Lead the end-to-end planning of logistics for training camps, international tournaments, selection events, and tours, collaborating with the Events Delivery Lead and the Operations Manager where necessary.
- c. Conduct and document all risk assessments required for training camps and competitions.
- d. Recruit, develop and support Divisional Logistics Leads (e.g. Youth, Opens, Seniors/Masters) and Team Operations Managers, empowering them to act pre, during and post competition.
- e. Ensure all administration is delivered on time, including financial reports.

2. Campaign & Tour Management

- a. Funding: Supporting athletes with funding applications (including FANS letters).
- b. Invoices: Oversee the processing of campaign and tour invoices, both for suppliers (e.g. collecting and paying for tour accommodation / catering) and for athletes, including chasing for payment and agreeing payment plans.
- c. International Travel: Organise domestic and international travel, including flights, transfers, and visa requirements as necessary.
- d. Domestic Travel: Coordinate transportation to and from competition venues for touring teams and staff (buses, vans, rental cars, etc.).
- e. Accommodation: Manage hotel and accommodation bookings, ensuring proximity to venues and access to equipment and facilities advantageous to recovery.
- f. Dietary Requirements: Coordinate meals and snacks, as agreed for each tour, reflecting dietary requirements of athletes and staff in liaison with Nutritionist.
- g. Information Sharing: Ensure Team Operations Managers have access to all the necessary information to safely and effectively manage their teams.

3. Equipment & Kit Logistics

- a. Liaise with the Operations Manager to ensure the timely procurement, distribution, and tracking of off-field and on-field playing attire, accessories, and equipment.
- b. Maintain an inventory of team resources (e.g. walkie talkies), and coordinate shipments when required.

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4. On-Site Event Support

- a. Act as Team England's Tour Manager at major tournaments (e.g. European Touch Championships, Touch World Cup, etc) – or delegate this role to the Divisional Logistics Lead as and when required.
- b. Provide day-to-day support during events (e.g. training schedules, venue access, catering logistics) or identify a suitable alternative person.
- c. Liaise with tournament organisers, hotel managers, and venue staff to resolve issues.
- d. Manage incidents and issues during camps and on tours appropriately and maintain records for the Lead Safeguarding Officer – and escalating matters to members of the Pathways & Performance Leadership Team where necessary.

5. Budgeting & Reporting

- a. Liaise with the Director of Pathways & Performance to discuss budgetary requirements for each competition cycle.
- b. Manage logistics budgets for pathways and performance programmes and events in collaboration with ETA staff.
- c. Maintain accurate records and provide regular reports to the Director of Pathways & Performance.

6. Communication

- a. Be the central communication point for logistics in the run up, delivery and review of major tournaments; including being the main liaison with FIT.
- b. Provide clear and concise communication and instruction to all parties – event delivery teams, medical and support services, managers of individual teams.
- c. Empower and delegate to team logistics managers to support teams across all campaigns.
- d. Maintain good records, balancing the needs of transparent communication, empowerment of others and GDPR adherence.

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Who You Are

Essential Skills and Experience

- Logistics: Demonstrable experience in logistics coordination for sport or events.
- Project Management: Strong project management skills.
- Organisation: Excellent organisational skills.
- Communication: Excellent written and verbal communication skills at a variety of levels.
- Self-Management: Ability to self-manage and work flexibly.
- Manage Pressure: Ability to work and remain calm under pressure whilst meeting deadlines and adapting to changing circumstances.
- Information Technology (IT) Skills: proficiency in different IT systems, e.g. Microsoft Office, project management software, Google Workspace.
- Teamwork: Ability to collaborate with others within the PPLT/senior management and delegate tasks where necessary.

Desirable Skills and Experience

- Team Management: Previous experience supporting national or elite-level sports teams at international events.
- Performance Sports: Previous experience working in performance sports environments.
- Touch Knowledge: Familiarity with Touch Rugby or similar sports environments.
- Safeguarding: Understanding of safeguarding and mental and physical health and welfare principles.
- Budget Management: Experience managing budgets and writing reports.
- Procurement: Able to source, purchase and manage goods and services required for camps and/or competitions, as well as managing supplier contracts.
- Practical: Current valid driving licence and passport.

Attributes

- Detail-oriented and solution-focused.
- Reliable and responsive, particularly during high-stakes events.
- Able to build positive working relationships with volunteers, staff, and athletes.
- Commitment to the ETA's values: inclusivity, transparency, ambition, unity and respect.

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What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in an NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (induction, role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- *#OneEngland* Workforce Induction Pack, on-boarding session with Line Manager and access to an ETA email address and shared Google Drive.
- Inclusion in the *#OneEngland* Workforce Recognition Scheme (as agreed by the sub-committee of the Board).
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.EnglandTouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance

Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's [Equality, Diversity & Inclusion Policy](#) and procedures at all times

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Our Values

We are Inclusive We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation	We are Transparent Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play	We are Ambitious We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game
We are United Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values	We are Respectful This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level	We are England Touch 

Ready to apply?

Our 2026 campaign has already started, and we are looking to appoint to this role quickly.

We will review applications as they come in, and will interview suitable candidates as soon as they are available. Please do not delay in submitting your application as you may miss out on this opportunity. Review all relevant documentation and submit your application:

- **Email your CV and any covering documentation to** Crystal Ravenscroft, Head of Organisational Development (crystal.ravenscroft@englandtouch.org.uk)
- **Complete England Touch's** [Voluntary Role Application Form](#)

For more information, contact Crystal Ravenscroft or Vince Mayne, Chief Executive Officer (vince.mayne@englandtouch.org.uk)

England Touch Association:

% ST Accountancy Limited, 8 Clappentail Park, Lyme Regis, DT7 3NB

w: www.englandtouch.org.uk

Instagram / Facebook / X: @englandtouch

LinkedIn: www.linkedin.com/company/englandtouch

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Appendix A - Performance Cycle Dates

Note: Team England may not attend all the competitions below (this will be decided by the Pathways & Performance Leadership Team, in discussion with the head coaches from each division).

Details are accurate as at October 2025, and where locations are known, they have been noted.

2025

- Performance Squad training camps
 - Adult: Nov 22/23
- University Touch Championships
 - South: Nov 01 & 15
 - North: Nov 08 & Dec 06

2026

- Performance Squad training camps
 - Adult: Jan 24/25, Feb 21/22, Mar 14/15, June 06/07, July 04/05
 - Youth: Jan 10/11, Feb 07/08, Mar 07/08, Apr 11/12, May 23/24, July 12, Aug 01/02
- University Touch Championships: Feb 07 & 28, Mar 21 - Nottingham Riverside
- Performance in Touch Conference: March 21/22
- National Touch Series:
 - Mens & Womens: Apr 18/19, May 16/17
 - Mixed: May 30/31, June 13/14, June 27/28
 - Seniors & Masters: March 01 (Midlands), June 21 (North), Sep 19 (South)
- Nationals:
 - Opens: May 02/03/04 - Nottingham Highfields
 - Seniors & Masters: May 02/03 - Nottingham Highfields
 - Juniors: Aug 29/30 - Nottingham
- European Touch Championships:
 - Adult: Jul 20-26, Vichy, France
 - Youth: August (details / location TBC)
- Other international tournaments:
 - Asia Pacific Opens Cup: likely Apr / May in Queensland, Australia
 - Asia Pacific Seniors Cup: likely October in Japan

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2027

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- Asia Pacific Youth Cup
- Atlantic Youth Cup
- Opens Event
- Seniors & Masters Event

2028

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- European Junior Touch Championships
- **Touch World Cup: likely October, in New Zealand**