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| **ROLE DESCRIPTION****INTERNATIONAL RUGBY LEAGUE MATCH OFFICIALS MANAGER**  |
| **Location:****Reports to:** | Home-based (global)Secretary General | **Salary:****Employment type:** | ConsultancyPart-time (60 days pa) |
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| **INTERNATIONAL RUGBY LEAGUE** International Rugby League (IRL) is the global governing body for the sport of rugby league. The IRL membership comprises approximately 60 members, who play approximately 100 international games annually – a number that is gradually increasing given the growing capacity and number of members. It is responsible for the Laws of the Game, the development, organisation and governance of rugby league internationally, and for the sport's major international tournaments most notably the Rugby League World Cup. There are currently two regional confederations affiliated to the IRL; European Rugby League (ERL) and the Asia-Pacific Rugby League Confederation (APRL) through which the IRL works to develop the game, support nations and operate tournaments in the respective regions.**MISSION OF INTERNATIONAL RUGBY LEAGUE** * To be an inspiring, strong, global sports leader that offers compelling entertainment and participation opportunities to all
* Creating the environment, through a commercially successful international calendar of events, that fosters the global growth of the game, connecting people across all continents and cultures with our exciting sport
* Ensure that all of our activities are signposted by the IF’s core values of cooperation, excellence, integrity and leadership
* To ensure integrity of the international game and compliance with the standards required by international monitoring bodies, such as WADA
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| **THE MATCH OFFICIAL MANAGER ROLE****Purpose**The IRL Match Official Manager (‘the Appointee”) role is an executive function. The Manager will be the operational head of international rugby league MO matters. As a result, the Appointee will be the public face of IRL concerning officiating matters. The Appointee will be responsible for fostering the international MO squad system, protecting the sport’s integrity by ensuring the deployment of a consistent and high quality corps of MOs to global matches and events at all levels, leading the corps of MOs in IRL tournaments, managing a global education framework, and working closely with colleagues in the confederations to ensure a cohesive approach. **Principal responsibilities*** Serve as the most senior MO administrator in international rugby league, spanning elite and grassroots activities
* Manage, in coordination with the confederations, the core area of appointments and payment of fees
* Conclude an equivalency matrix that includes the senior National Federations’ qualifications and the global educational framework resulting in multilateral recognition and implementation of a global network of officiating qualifications
* Link appointments to a competition hierarchy and corresponding qualification/accreditation matrix as a guide to define which minimum level of qualification is required to officiate at each level of competition
* Lead the MO squad at each IRL tournament (not necessarily in person)
* Evaluate MO performance
* Administer the three-tiered international match official squad, and update it annually through coordination with the National Federations and confederations
* Effectively coordinate with colleagues in APRL and ERL
* Pursue neutrality by creating a development and performance plan
* Manage multiple stakeholder relationships
* Raise the profile of the IRL by successfully positioning the federation at the centre of international rugby league MO affairs

**Duties / activities*** Ensure effective support is provided to the IRL executive, including preparation of supporting documents upon request
* Use the IRL performance software to review and feedback on every performance by an official in the IRL squads
* Field and respond to, either personally or through delegation, requests from the membership on MO matters
* Implementation of the MO qualification framework, including management, mentorship and evaluation of MO Educators in coordination with the confederations
* Logistical / operational management of MOs appointed to fixtures, including updating the Match Reporting Protocol on the IRL SharePoint system
* Coordinating with competition organisers and confederations on all appointments

**Essential skills / experience*** Excellent spoken and written English
* Ability to operate in a remote management environment with first class administration skills
* Proven leadership ability with an effective team management and mentoring record
* Proven excellence in communication skills in a multi-cultural environment
* Strong track record of elite rugby league match officiating
* Understanding of grassroots MO activity
* Digital competencies, including good IT and presentation skills
* Working knowledge of match official pathways
* Experience of establishing, building and maintaining effective relationships with a wide range of external groups, organisations and/or individuals
* Proven experience of project management and of prioritising work effectively to achieve short, medium and long term strategic objectives

**Desirable skills / experience*** Knowledge of the international sporting landscape, including governmental, non-governmental and omnisport organisations
* Speaks more than one language
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| **SCOPE OF ROLE RESPONSIBILITY****Working hours*** The role is part-time, with the successful applicant required to commit to approximately 60-days per year although this may change as the role develops; hours will usually not be spread evenly over the weeks, with activity spikes during competition terms i.e. the international windows mid- and end-of-year
* The successful applicant will be prepared to work certain weekends, depending on operational needs
* The role may have certain travel demands, including international travel

**Decision Making**The Appointee will be responsible for making decisions, involving a range of facts and situations, which require analysis of a range of options, will require initiative and interpretation of policy and procedure. **Freedom to Act**Within clearly defined IRL policies and regulations.**Financial Responsibilities**Operates within budgets determined by the Board of Directors.All reasonable expenses for travel and subsistence that have been authorised will be met.  |
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| **APPLICATION** Interested candidates should submit their CV and a covering letter (of not more than 300 words) to the IRL’s charlotte.monkman@intrl.sport by **Wednesday 8 February 2023**. |