



RUGBY CANADA JOB DESCRIPTION

Title: Travel & Logistics Manager

Type of Position: *Full Time Employee*

Location: Langford, Office-Based (work from home up to 2 days a week)

Functional Area: Rugby Operations

Reporting to: General Manager, Rugby Experience and Logistics

Number of reports: 0

Expectation of Time: Team Operations (50%), Travel Logistics (30%), Leadership (20%)

Rugby Canada is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline, and respect.

POSITION DESCRIPTION

Based out of Rugby Canada's head office in Langford, BC, this position will champion the effective management of High-Performance Rugby Operations and Player Support. Provision of administrative support for Rugby Canada performance department. The Rugby Logistics Manager will lead logistics across all national teams ensuring that all team travel, logistics and functional operations run effectively.

RESPONSIBILITIES

- Forecast yearly, quarterly, and monthly to strategically map travel & logistics planning for High-Performance programming for Rugby Canada.
- Liaise with International Unions and World Rugby on all Terms of Participations (TOP) documents and Tour Agreements (TA) for national team programming.
- Ensure that the required documentation relating to player and Rugby Canada participation in all competitions is completed appropriately, submitted on time, and complies with the regulations of the relevant governing body. E.g. (Professional Player Insurance, International Eligibility, Anti-Doping educational requirements)
- Plan and oversee the logistical and operational requirements for National Teams around fixtures with support from High Performance Coordinators and Tour Managers.
- Support High Performance Coordinators and /or Tour Managers to implement and communicate all daily and weekly training schedules and ensure appropriate facilities are booked and available.
- Leadership and mentorship for rugby operations coordinators.
- Monitor and support on identification, selection and administration of volunteers for Age Grade Programs.
- Liaise with external agencies, including World Rugby, Media and Commercial Departments as required and co-ordinate player appearances.

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc: 250 386 3810

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





- Proactively collects flight and accommodation booking requests from High Performance Coordinators and Tour Managers to maximise availability and to reduce costs.
- Facilitate travel and bookings for Rugby Canada, board members & corporate events
- Collaborate with High Performance Coordinators and Tour Managers to identify travel and hotel requirements in advance of tours, to maximise availability and cost reductions.
- Making quality reservations and bookings with external travel provider(s) for flights and accommodation that support the team's optimal preparation for High-Performance competition.
- Identifying and actively seeking cost savings in travel for Rugby Canada
- Receive e-tickets when issued by travel partner, ensuring accuracy of each person / teams travelling itinerary.
- Manage amendments to flight itineraries in the best interest of the staff and players in the most cost-effective manner.
- Maintaining records and coordinating relationship with external travel provider(s)
- Working with Finance and Rugby Operations to maintain financial controls.
- Attend major international tours and events if deemed appropriate by the Director, Rugby Operations to support high priority logistics.

REQUIRED SKILLS & QUALIFICATIONS

- Minimum of 5 years' experience in managing high-performance sports teams. Knowledge and experience of High-Performance rugby would be considered an asset.
- Minimum 3 years administrative experience in the sports industry or hospitality
- Experience working with multiple travel booking systems / sites for global travel would be considered an asset.
- Experience in the sport or travel industry with a relevant organization considered an asset.
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset.
- Some travel may be required around targeted events if deemed appropriate.
- Must be legally entitled to work in Canada.

PERSONAL ATTRIBUTE QUALIFICATIONS

- *Results-oriented, able to set priorities and deliver consistently to a high professional standard.*
- *Exceptional relationship management skills and proven leadership capabilities*
- *A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization*
- *Excellent decision making/problem solving skills.*
- *Strong organizational skills, time management and attention to detail*

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- *Exceptional verbal and written communications and presentation skills*
- *Ability to learn quickly and adapt new skills.*
- *Ability to thrive in a fast-paced and ever-changing work environment.*

Interested candidates are invited to submit a resumé and cover letter to jobs@rugby.ca. Only those candidates selected for an interview will be contacted.

The deadline for applications to be received is 11:00pm PT on Monday, May 29th, 2023.

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