



PARTICIPATION & PERFORMANCE OFFICER - 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?

This role exists to grow Touch participation across England - from schools and universities through to community clubs and social leagues - while supporting the first stages of the player development and performance pathway.

This role will connect participation at community level with structured opportunity to access the performance pathway: helping new participants find the game, helping education establishments, clubs and leagues to strengthen their offer, and ensuring that those showing potential are identified and shown the route to participating at a higher level.

What You'll Do

1. Participation Growth

- a. Create, deliver and manage initiatives to grow the player base at community level.
- b. Support the establishment and sustainability of community clubs and social leagues, providing advice, guidance and operational support.
- c. Work with schools, colleges, universities, Local Authorities / Active partnerships to introduce Touch into educational and Place settings.
- d. Organise and promote participation events - beginner festivals, intramural tournaments, and community days.
- e. Produce and distribute development resources, toolkits and training for teachers, young leaders, club leads and volunteers.
- f. Gather and analyse participation data to identify trends, opportunities and gaps in provision.
- g. Lead on equality, diversity and inclusion within participation - ensuring that programmes are welcoming and accessible.

2. Performance Development

- a. Support the delivery of ETA's talent identification and selection into the performance pathway, from regional through to national squads.
- b. Support ETA's development of talented referees, coaches and volunteers into the performance pathway.
- c. Coordinate and assist in regional training sessions, trials and competitions.
- d. Liaise with coaches and the performance workforce to align participation work with talent identification and athlete, referee and coach progression.
- e. Encourage aspiring participants from school, college, university and club programmes to engage with the next stages of the performance pathway.



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3. Partnerships and Stakeholder Engagement

- a. Build and maintain relationships with Local Authorities, Active Partnerships, schools, colleges, universities, leagues, workplaces and funding bodies.
- b. Work closely with ETA regional leads, volunteers and committees to support aligned delivery across England.
- c. Represent ETA at meetings, events and working groups to advocate for Touch participation.
- d. Identify funding and sponsorship opportunities to support participation programmes.

Who You Are

Essential skills, qualifications and experience:

- Proven experience in community or participation sport development.
- Understanding of participation growth principles - recruitment, retention, and volunteer support.
- Strong organisational and project management skills; can plan, deliver and report independently.
- Excellent written and verbal communication; confident engaging diverse audiences.
- Comfortable working evenings and weekends where required.
- Passionate about sport, inclusion and community impact.
- Knowledge or playing experience in Touch.
- Current, clear UK driving licence and ability to travel.
- Commitment to inclusivity and respect for all participants in the sport.

Desirable skills, qualifications and experience:

- Experience working within a National Governing Body or university sport department.
- Experience of delivering talent or performance pathway activity.
- Coaching or officiating qualification in Touch or similar sport.
- Experience of funding applications, grants or sponsorship.
- Experience in data analysis or monitoring systems.
- Experience in managing remote teams of volunteers.
- Experience or knowledge of similar invasion sports.

Attributes

- Energetic self starter, with initiative and drive.
- Friendly, adaptable and able to build trust quickly with participants, volunteers and partners.
- Detail-oriented and solution-focused.
- Balanced perspective, valuing participation as much as performance.
- Committed to driving high standards in delivery, safeguarding, inclusion, diversity and equity.
- Commitment to the ETA's values: inclusivity, transparency, ambition, unity and respect.



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What Can We Offer You

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

Role Details

Department	Pathways & Performance
Supported by	Director of Pathways & Performance
Supporting	<p>This role has no line management responsibility, but maintains key relationships across the ETA community, including:</p> <ul style="list-style-type: none">- Head of Athlete Development- Regional Leads & Development Officers- Schools Delivery Team and School Games Organisers- School Sports Partnership- League Managers- Course Coordinators
Hours & Contract	Permanent, full time (37.5 hours / week)
Remuneration	Competitive full time salary of £25,000 per annum, with holiday entitlement and pension.
Location	Work from home and various other locations as required (pre-approved expenses will be reimbursed upon completion of the standard expenses form to Finance)
Qualifications	ETA are happy to support the successful candidate to train / gain relevant qualifications in coaching, officiating, leadership and safeguarding.



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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.

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 



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Ready to apply?

Interviews: will take place week commencing 2 February, via online conferencing.

To 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.

England Touch Association:

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