



## **Technology Assistant**

**Hours: Full Time**

**Location: Manchester**

**Salary: £22,500 - £24,000**

The Rugby Football League (RFL) is the governing body for the Sport of Rugby League in the United Kingdom.

We believe that Rugby League is more than a sport. It is a cultural identity, a passion, a way of life, and a practical force for good in communities. Its history is one of determination to succeed against the odds, to fight discrimination and intolerance, and to be an honest and authentic sport, which cares enough to make a difference to its fans, their families, and our communities. Since 1895, we have delivered a sport that delights fans across the country. We are proud of who we are, the value we add to sport and society, and the difference we make, together.

Rugby League has, at the start of 2023, agreed a new corporate strategy and undergone a significant governance restructure, which includes the creation of a new entity, RL Commercial. The realignment enables the focus of the RFL to be on developing and growing the grassroots game, driving participation, performance of the England teams, and independently regulating the sport. Whilst working closely alongside RL Commercial, the RFL is dedicated to continuing to be a high performing national governing body. In addition, in 2022, Rugby League announced a long-term strategic partnership with a global leader in the sports and entertainment industry, IMG-Endeavour Group, the sport is now poised to take advantage of an array of exciting opportunities.

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity, and we are actively striving to realise these benefits at executive level and beyond. We recognise that to fully deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve. We have committed to achieving gender parity and greater diversity within the RFL, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals.

**An exciting opportunity has arisen at the RFL, the national governing body for Rugby League in the UK. We are seeking to appoint a Technology Assistant based in our offices in Manchester. This role will assist with managing day-to-day technology operations of the RFL by providing support to the organisation and maintaining its broad range of technology infrastructure.**

### **Principal duties will include, but not limited to:**

- Assist with configuring hardware (PC/Mac/Server/Mobile) and software according to company requirements.
- Diagnose and solve technology issues across a variety of hardware and software.
- Assist in inducting new starters and provide training where necessary.
- Manage and maintain Microsoft/Office 365, Mimecast email systems and applications.
- Assist in providing a conferencing AV solution, for VIP meetings and events, when needed.
- Maintain an asset system of hardware and software, perform audits and checks on devices.
- Prioritise support requests that are submitted via call, email, etc., keeping users updated of the progress throughout and escalating issues to Technology Manager where necessary.



**In order to be successful, you will need:**

- A keen interest in technology, knowledge of a variety of hardware and software platforms.
- A desire to provide great customer service to our users while maintaining a high level of attention to detail.
- The ability to work well in a team and prioritise workload as required.
- Strong problem-solving skills as well as the ability to think logically and independently.

**Desirable Qualities:**

- Experience in an IT/technology support role or had hands on experience with a variety of hardware & software.
- Experience with Microsoft 365, Azure/Entra, Endpoint, Intune.
- Experience of Microsoft & Apple OS's, Microsoft/Office 365 suite of applications & anti-virus solutions.
- Experience of working in a small/medium enterprise IT support environment.
- Experience of working with and managing mobile and VOIP telecoms systems.
- A passion for the sporting industry would be desirable, particularly Rugby League.

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity and are actively striving to realise these benefits at Board and beyond. We recognise that to fully deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve.

We have committed to achieving gender parity and greater diversity on our Board and related sub-committees, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you. Please declare this in your cover letter. We would be pleased to receive applications in alternative formats.

**To apply for this role, please send your CV and a covering letter to [People.Team@rfl.co.uk](mailto:People.Team@rfl.co.uk) by 25<sup>th</sup> July 2025.**