



Digital & Impact Coordinator

Salary – £20,000 to £25,000 pa (depending on experience)

Reporting to – Head of Growth, Impact & Innovation

Team – Central

Location – Flexible (You will be required to attend our London office and delivery regions for meetings and events. There is also an option to work full time from our office in London)

Contract type – Full time, permanent - open to flexible working and job share

Holiday entitlement – 25 days plus Bank & Public holidays

Job Background

As Digital & Impact Coordinator you will be responsible for the Dallaglio RugbyWorks data and impact story. Alongside the Head of Growth, Impact & Innovation you will analyse key data and produce reports that demonstrate our outcomes. You will work on the development of the suite of products Dallaglio RugbyWorks uses to support and enhance our work with young people as well as overseeing the maintenance of our website.

Duties & Responsibilities

- Responsible for data collection for Dallaglio RugbyWorks interventions, ensuring all relevant data is captured in a timely manner.
- Support the Head of Growth, Impact & Innovation with data analysis and modelling using data taken from UpShot (our digital impact system).
- Monitor the frequency and accuracy of the data inputted into Upshot.
- Generating impact hypotheses, testing and evidence to provide powerful statistics that tell the story and impact of Dallaglio RugbyWorks.
- Report writing for a variety of audiences.
- Support in the development of Dallaglio RugbyWorks digital products and interventions.
- Keeping abreast of the impact story and key talking points in the sport for development sector.
- Responsible for the Dallaglio RugbyWorks website ensuring it is kept up to date, relevant and meets the needs of the organisation.
- Project management of work streams, setting project outcomes and benefits, and tracking and reporting on them.

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- Responsible for producing regular case studies.
- Responsible for using audience analytics programmes including Google Analytics to generate insight and drive decisions.
- Follow quality control processes to ensure that all work is quality checked and approved.
- Work with and support colleagues by providing them with evidence and information as required for reports, bid writing, applications etc.
- Provide reports and updates on the progress of KPIs (key performance indicators).

Person Specification

ESSENTIAL

- You are comfortable with numbers and MS Excel.
- Good communicator verbally and written.
- You are tech savvy with good digital understanding and eager to learn about developing digital products.
- Highly organised and process driven.
- Passionate about the Dallaglio RugbyWorks mission and exhibit our playbook values.
- Proficiency with Office 365 applications.

DESIRABLE

- Previous experience creating/managing a website or blog.
- Previous experience with data collection, inputting or analysis.
- Strong capability using Excel.
- Confident with audio/photo/video content production and upload.
- UX design understanding or experience.
- Proficient in a design suite of programmes.