



**DEPUTY COMMANDER NAVAL STRIKING AND SUPPORT FORCES NATO  
SENIOR BRITISH OFFICER IBERIAN PENINSULAR**

Reduto Gomes Freire  
Estrada Da Medrosa  
2780-070 Oeiras  
Portugal

**UK Armed Forces Rugby Football Club  
Terms of Reference**

**Vacancy - UK Armed Forces Rugby Match Day Coordinator**

An opportunity has arisen for an SO1/SO2 to join the UKAF Rugby Executive Committee. The position of Match Day Coordinator will become available during the 2017/18 season. Due to the requirements of the 3 main opposition, the successful applicant will shadow the current Match Day Coordinator from Jan 2017. The role, detailed below, is responsible for coordinating all aspects of the two Annual Remembrance Matches (men and women) and the U23's fixture at Twickenham on Army v Navy day.

a. Oversees tri-Service Match Day organising Committee in providing:

- i. Programme of events (inclusion of "military event" and refreshments where necessary)
- ii. Media/PR coverage (in conjunction with Sponsorship and Marketing representative)
- iii. Production and maintenance of VIP Guest List
- iv. Accommodation (inc teams) and Transport requirements (teams & Executive Committee)
- v. Liaison with the opposition and hosting venue

b. Produce match day programme.

Applicants are invited to apply in writing to the Chairman, enclosing their Rugby CV, by **5 Jan 2017**. Applications are to be submitted to the Secretary at [diana.bird577@mod.uk](mailto:diana.bird577@mod.uk) including a contact number; the Chair will conduct phone interviews with short-listed candidates prior to 11 Jan 17.