

<b>Job Title:</b>	Digital Technology Coordinator
<b>Department:</b>	Digital Technology
<b>Reporting To:</b>	Karen Lyttle - Digital Technology Manager
<b>Hours:</b>	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
<b>Location:</b>	Kingsbarns
<b>Contract:</b>	Full time – Permanent

**Job Purpose**

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur golf events, international matches and manages golf rankings. The R&A also owns and operates the British Golf Museum in St Andrews.

The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now.

An exciting opportunity has arisen to join the Digital Technology team at The R&A. We are looking for a Digital Technology Coordinator to lead the Project Management and delivery for all digital technology projects (Website, Apps and associated Technology) for The Open, The AIG Women's Open and The R&A.

**Job Description**

**ROLE AND RESPONSIBILITIES**

Core responsibilities will be but not limited to:

**Project Management**

Working with internal stakeholders and departments to ensure best working practices are adopted including;

- Ensuring the adherence to an Agile development methodology
- Gathering and documenting business requirements
- Ensuring projects are accurately estimated and appropriately resourced
- Completing all relevant documentation throughout the project delivery
- Conduct prioritisation with the stakeholders regularly to identify short, medium and long term goals

Collaborate with external agencies in delivering the Digital Technology projects. This includes:

- Working with the development agency to ensure all detail is added to the tasks.
- Managing the backlog (on Jira) and the priorities in this
- Ensuring projects are delivered on time and on budget
- Liaising with agencies and internal stakeholders on functionality reviews, testing, sign off and deployment planning

## Planning

- Work with the Digital Technology line manager to develop and maintain a short, medium and long term technology road map for the business based on the business requirements.
- Identify potential cost savings and efficiencies within existing technical solutions and deliver recommendations/improvements to ensure budgets are maximised over time.
- Able to be up to date on latest technology and trends within this.

## Event Support

- Supporting the development agency and on-site team at The Open and The AIG Women's open events.
- Support the delivery of scoring services at Professional and Amateur events including Regional and Final Qualification for The Open.

## QUALIFICATIONS AND EXPERIENCE

- A degree level qualification is desirable.
- Experience in delivering website / app projects
- Experience in the Agile/Scrum methodology or similar
- Knowledge of Project Management Platforms (Ideally Jira/Confluence)
- Knowledge and experience in Requirements Gathering / Business Analysis
- Experience in integrating third party software / tools to websites and/or apps
- Content Management System experience (Ideally Sitecore)
- Knowledge in SEO and Analytics (Google Analytics) would be beneficial

## PERSONAL QUALITIES

In addition, the successful candidate will require:

- Strong interpersonal skills.
- Strong written, verbal, communication and presentation skills.
- To be self-motivated and proactive and ready to work as part of a small team.
- Excellent communication skills and ability to work with a variety of stakeholders to build relationships
- A strong knowledge of golf and an interest in its ongoing development is desirable but not essential.

*To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Susie Crocker on [recruitment@randa.org](mailto:recruitment@randa.org) by the closing date of midday on Friday 20<sup>th</sup> March 2020.*

### *How your information will be used*

*In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.*

*If you have any questions about The R&A's use of your data, please contact us.*

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.