



Role Description

Role Title: Club Development Committee Chair

Role Purpose : To monitor and support the work of the 6 CDC Sub groups in the delivery of the responsibilities associated with their areas of game development.

Reporting Line: Executive Committee

Direct reports :

- Safeguarding and medical
- Volunteers
- Leadership Academy
- Club Facilities
- Injured players

Working relationships: Chairman of the KCRFU executive committee, RFU Area Manager, RDO's, KCRFU Executive Committee Members, Club officers, KSRFUF, KSRFU, KCRFUVC, Club Development sub group volunteers

Main tasks and responsibilities:

- Helping clubs by managing Player Safety information and support through a safeguarding manager. Ensuring first aid courses are run for the benefit of CB clubs.
- Managing the Development of club and CB volunteers for future leadership roles both within clubs, referees and CB. Ensuring the leadership academy is vibrant and managed correctly.
- Promoting the Core Values of the game to CB clubs by the use of road shows, conferences, mailshots, training events and working with the RDO's in identifying areas for support within CB clubs
- Identifying and helping failing clubs
- Managing the Planning, Funding and Reporting programme within the CB's sphere of responsibility
- Organising, arranging and delivering CB and Club development meetings

- Managing the development of volunteer Reward and Recognition Programmes, including an annual awards evening
- Ensuring an annual audit of CB club facilities is carried out in conjunction with the Area 3 RFU Facilities Manager, and ensuring investment in Club Facilities is followed with assistance to CB clubs in funding options and grant finding.
- To assist clubs to comply with any statutory obligations (e.g. incorporated status) required by the RFU or local or national authorities
- Report on all issues related to Game Development Committee to CB Executive meetings and report back to the relevant committee following executive decision .
- To review each chairs objectives on an on going basis to ensure delivery of same.

Experience Knowledge and Skills :

- Demonstrated ability to lead and develop teams of people
- Demonstrated ability to provide strategic leadership and direction
- Demonstrated ability to interact effectively across a wide spectrum of audience
- Demonstrate knowledge of budgetary, financial planning and roles
- Understanding of the role of the volunteer within a Non Profitmaking Organisation
- Demonstrated ability within all aspects of administration of the game at all levels
- Good verbal and written skills
- Understanding of, and commitment to equal opportunities and managing diversity
- Understanding of relevant legislation and data protection aspects of the role

Competencies:

- Developing self and others
- Leadership
- Strategic thinking
- Drive for achievement
- Satisfying needs of related parties
- Interpersonal skills

Protocol

“Whilst engaged in any activity under the auspices of Kent County RFU Ltd, it is not permitted for any adult to attempt to induce, or influence, any player to move from one club, or from one educational establishment, to another.

If any adult, whilst engaged in any activity under the auspices of Kent County RFU Ltd, is approached by a player or parent, in order to secure a change of playing environment for the player, the matter shall be reported immediately to the Chairman of Club Kent, who will deal with the matter.”