

## **JOB DESCRIPTION & RESPONSIBILITY STATEMENT**

**Apply for job here:**

<https://forms.gle/acXxgi4z9sZeeEC77>

### **1. POST TITLE:**

Community Rugby Officer

### **2. ROLE AND PURPOSE OF POSITION**

Support club volunteers to increase the number of Junior, Junior female and female players. Ensure that club has the appropriate capacity and capability to increase the number of participants and effectively engage with the local community.

### **3. REPORTING RELATIONSHIPS**

Club Chairman

### **4. MANAGES**

The role does not involve line management; however there is a requirement for the individual to work closely with "client" clubs / schools and liaise with Coach Development section of the RFU on an ongoing basis to identify needs and opportunities. Must have the ability to work with volunteer club members.

### **5. EXPERIENCE / BACKGROUND**

Mini-rugby and/or Foundation level coaching qualification, with experience in coaching children at primary school level, and ideally, experience in dealing with volunteers / organisations in a support capacity.

### **6. SKILLS AND ABILITIES**

See attached matrix

### **7. RESPONSIBILITIES**

- Responsible for our geographical region and/or a cluster of clubs, schools and colleges.
- Responsible for growing the NAGRFC name in identified clubs, schools and/or colleges and ensuring players have a life long experience in the game. This equally applies to both the male and female disciplines of the game.
- Maintain up to date records of all clubs/schools and their status/progress against agreed Rugby Operational Development Plans.
- Identify potential feeder schools for our club, and initiate interaction with schools. Prioritise schools for a rugby development programme and as required deliver these programmes (e.g., organise a block schedule to include coaching sessions, courses as per individual school needs).
- Under the leadership of the chair, deliver Blitzes/Extravaganzas/inner warrior camps, etc.
- Have a basic knowledge of support documents / templates available to clubs.
- As required, implement seminars/workshops to increase the knowledge and expertise of volunteers.
- Facilitate the operation of summer camps as requested.
- Ensure clubs are active and update the player registration system each season to ensure player numbers are accurate. Report clubs that are not compliant to Community Rugby Manager.

## 8. WORKING PATTERN

- Hours will be no more than 10 hours per week in the initial instance

## 9. PERFORMANCE MEASURES

- Increasing the number of teams across the aforementioned Age Grade and Adult teams
- Promotion of the LTPD and adherence of all clubs, schools and colleges to the RFU policy in relation to the LTPD
- All clubs comply/achieve 100% in club support scheme (or equivalent should the Q Award be implemented)
- Clubs comply with the RFU Child Welfare policy

### i. Business Metrics

- Performance management of staff
- Budget management
- Securing revenue/resources from commercial and government sources
- Managing all national programmes to agreed quantity and quality.
- Managing provincial programmes ensuring they are on-time and within budget

### ii. Professional Approach

- Achieving a high profile within club rugby through club visits, seminars and other rugby public occasions and conferences.
- Provide early warning of projects and programmes that are falling behind target dates or over-running on budget

## 10. DOUBLE EMPLOYMENT

- Community Rugby Officer is Self-employed but is advised from partaking in additional employment with any associated Club, voluntary positions should not compete with the core actions of the CRO.



ESSENTIAL	DESIRABLE
<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>✓ Ability to critically review performance process and outcome</li> <li>✓ Ability to influence others and change thought processes</li> <li>✓ Excellent written and verbal communication/presentation skills</li> <li>✓ Clarity in decision-making</li> <li>✓ Well-developed time-management skills, including the ability to set and meet deadlines and to prioritise work</li> <li>✓ Ability to work alone and as part of a team</li> <li>✓ Good negotiating skills</li> <li>✓ Computer literate</li> </ul>	
<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>✓ Knowledge and understanding of Irish Rugby which can be demonstrated in decisions across coaching, refereeing and player development within a club environment.</li> <li>✓ Knowledge and understanding of the Long Term Player Development Model</li> <li>✓ A clear understanding of the needs of Club Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knowledge of the developmental pathways for rugby players</li> <li>✓ Knowledge of specific preparation needs of players and coaches</li> <li>✓ Knowledge of the sporting landscape within the Isle of Ireland</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>✓ Coaching qualifications at LEVEL 2 minimum</li> </ul>	
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>✓ Delivering national programmes with a high quality orientation</li> <li>✓ Resource allocation and management</li> <li>✓ Practical experience of analysing, developing and co-ordinating support services to Clubs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Practical experience of working in a sports development and Club Development</li> <li>✓ Experience of working within a sports organisation</li> </ul>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>✓ Ability to gain the confidence, respect and trust of others</li> <li>✓ Integrity and honesty</li> <li>✓ Committed, enthusiastic and motivated</li> <li>✓ Willingness and desire to entertain new ideas and seize opportunities</li> <li>✓ Willingness to accept and encourage constructive challenges</li> <li>✓ Ability to think differently and understand a wider context</li> <li>✓ Flexible, and adaptable to circumstances</li> <li>✓ Ability to work within a team environment</li> </ul>	