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**JOB TITLE:** Full-time Development Officer & Business Manager (Club Rugby)  
**SALARY:** £24,000 per annum

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**Hours:** Notionally, 160 hours per calendar month, scheduled over a 7 day week; evening and weekend working will be included in a flexible work schedule

**Location:** North and South Carrick, South Ayrshire

**Duration of post:** 2 years initially; duration and extension dependent on funding

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**Responsible to:** CARRICK RUGBY FOOTBALL CLUB

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**Closing date for applications: 6<sup>th</sup> December 2022**

**Interviews to take place: 13<sup>th</sup> December 2022 (provisionally)**

**Anticipated start date: 9<sup>th</sup> January 2023**

Carrick RFC is a registered charitable organisation in Scotland (SCIO 050725). We are looking to recruit a highly-motivated individual to work across our Community Sports Club and partner stakeholder facilities in North and South Carrick. The position will suit someone with the correct skillset who is enthusiastic, a good communicator and has a passion to provide opportunities for people of all ages and abilities within the local community.

You will have experience of both third sector business development and community sports development as well as relevant academic and Scottish Rugby (or equivalent) coaching qualifications. A full driving licence is also essential.

You will be required to join the Protection of Vulnerable Group (PVG) Scheme or undergo a PVG Scheme Update check prior to the position being confirmed. You will also be required to provide 2 references.

The role will cover three main functions:

- Working with club committee and coaching teams, providing support to develop and sustain Carrick Rugby Football Club's ongoing provision and programmes
- Partnership working with other organisations, delivery of external programmes, and signposting community stakeholders.
- Supporting Carrick Rugby moving forward in being a sustainable Social Enterprise

## **JOB SUMMARY:**

1. To lead, manage and deliver a range of sustainable opportunities within North and South Carrick to increase participation, and progression, in rugby through Carrick RFC.
2. To develop a 3 year strategy including a detailed business plan for club development as a sustainable Social Enterprise.
3. To develop a business development pathway for Carrick RFC to work towards achieving 75% self-sufficiency in core activities within 3 years.
4. To increase playing and non-playing numbers across all sections of the club with particular focus on youth and female participation.
5. To deliver a range of internally commissioned projects and programmes, including those from external partnerships and funding bodies.
6. To review, monitor and evaluate the provision of quality rugby-based opportunities available through the Carrick RFC.
7. To develop welcoming, safe and progressive environments for rugby and physical activity, and to increase participation within North and South Carrick.
8. To deliver and support a programme of volunteer development in collaboration with partners to support a robust network of people at all levels to deliver rugby and physical activity.
9. To deliver rugby in all Carrick Cluster Primary Schools and Girvan and Carrick Academies.

**If you would like to be considered for this position, please submit your full CV to [carrickrugby@gmail.com](mailto:carrickrugby@gmail.com) along with a brief covering statement explaining why you are applying.**

## MAIN DUTIES AND RESPONSIBILITIES

### Rugby Development Officer Role

1. Plan and deliver rugby-based business opportunities in line with the SAC/SCOTTISH RUGBY RFC club development plan for the increase of participation in club-based rugby.
2. Work in partnership with Active Maybole and Active Girvan, to increase involvement of both players and their communities and raise the awareness of Carrick Rugby as a community club, representing both North and South Carrick.
3. To deliver rugby in all North and South Carrick cluster primary schools along with Girvan and Carrick Academies.
4. To recruit, train and mentor relevant staff and volunteers as service needs require. Provide appropriate supervision, guidance and training opportunities.

### Club Development Manager Role

1. To market and promote opportunities for club business development within the community utilising a range of marketing and promotion avenues, including social media channels.
2. Development of an efficient, digitally based, sustainable system for the monitoring and development of membership processes.
3. To manage and co-ordinate a club and community educational programme that fulfils the partners and community needs.
4. To manage a range of events in collaboration with relevant partner organisations.
5. Manage performance impact data for relevant work areas and report through appropriate internal and external avenues as required.
6. To align a programme of work with the aims and objectives of the Physical Activity and Sport Strategy for South Ayrshire and Scottish Rugby Strategy.
7. To deliver the relevant funded programmes in line with funders conditions.
8. To ensure the work of Carrick RFC is positively represented and profiled across South Ayrshire and partners.
9. Develop links with other local community groups and social enterprises.



## PERSON SPECIFICATION

	Description	Essential	Desirable
<b>Education</b>	Rugby Right Certified.	*	
	First Aid in Rugby or equivalent achieved or in progress.	*	
	Scottish Rugby 'Aspiring Coaches Qualification' or equivalent.	*	
	Scottish Rugby 'Introduction to Match Officiating' or equivalent.	*	

<p><b>Experience &amp; Knowledge</b></p>	<p>Proven experience of working in the field of sports development.</p> <p>Ability to manage projects from development to implementation.</p> <p>The ability to present information in an accurate and appropriate format, illustrating good communication, personal organisation and interpersonal skills.</p> <p>Experience of recruitment and management of staff and volunteers.</p> <p>Knowledge of the key local and national rugby specific and Physical Activity &amp; Sport strategies and understand how these impact on service delivery.</p> <p>Knowledge of local talent pathways, educational bodies and associated support available.</p> <p>Proven track record of applying and managing external funding.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p>
<p><b>Additional Requirements</b></p>	<p>Competent in the use of social media for marketing and promotional purposes.</p> <p>Experience of data collection information for evaluative and reporting purposes.</p> <p>IT skills including experience of using Microsoft Packages.</p>	<p>*</p> <p>*</p> <p>*</p>	