MELROSE
RUGBY

HEAD OF YOUTH RUGBY



RECRUITMENT PACK

The GREENYARDS
MELROSE

MELROSE RUGBY

JOB DESCRIPTION

JOB TITLE:	Head of Youth Rugby
LOCATION:	Melrose Rugby, The Greenyards, Melrose Earlston High School, Earlston Scottish Borders
CONTRACT TYPE:	Permanent (Full-time)
SALARY:	Competitive
CLOSING DATE:	26 May 2023
INTERVIEW DATE:	Week beginning 5 June 2023

ABOUT US





MELROSE RUGBY are a community rugby club with a rich history. The club was founded in 1877, and was elected to full membership of the Scottish Rugby Union in 1880.

Melrose play at the Greenyards, which is of course, world famous as the home of Rugby Sevens. Our youth rugby continues to go from strength to strength with over 300 mini, midi and youth boys and girls playing rugby at Melrose through our youth development pathway; The Melrose Hornets (P1 – P7), Melrose Wasps (S1 – U18s) and Melrose Queen Bees (S1 – U18s girls). We've got a strong relationship with our cluster primary and secondary schools, including Earlston High School where we, in partnership with Scottish Rugby deliver a 'School of Rugby' programme for S1 – U18s male and female players.

Melrose Rugby has a proven history in developing Scotland international players for the XV's and 7's game, with over 30 internationalists coming through the club's youth development programme. Kelly Brown is the most capped player with 64 caps followed by George (Doddie) Weir, who gained 61 caps. Other caps include Craig Chalmers, Mark Robertson, Scott Wight, Gillian Inglis and Jim Telfer, who had a tremendous influence over the club's fortunes as a player and coach, and, until recently was coaching The Wasps our semi-junior team. Jim is also a former Director of Rugby for Scotland and the British Lions coach. With the advent of professional rugby, several former players have represented Scotland at both fifteens and sevens and Melrose has provided Club Internationalists since this level of the game was introduced.



THE ROLE

An exciting opportunity has arisen at Melrose Rugby with the creation of this new post. As the Head of Youth Rugby, you will manage the development and high-quality delivery of the Youth Rugby Programme at Melrose Rugby Ltd, including the staff, budget and targets associated with them.

Working alongside Rob Moffat, our Director of Rugby, you will design and manage the delivery of our Youth Rugby Programme and act as a catalyst to take our successful system to the next level. This leadership role will give you the opportunity to shape and manage our program and its strategic themes which aim to:



- Grow player numbers (male and female) and allow them to enjoy rugby and develop a lifelong love for the game – Growth and Participation
- Support Melrose Rugby in the devising of future strategic developments within coach education and to deliver the clubs coaching curriculum – Coach Education
- Support the development and transition of players, of all abilities, to all levels (social to representative) – from P1 until they transition to adult rugby – Performance & Transition
- Provide players and volunteers with the wealth of life skills and experiences that rugby has to offer – Rugby for Life



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DUTIES AND RESPONSIBILITIES:

- To be responsible for the day-to-day coaching delivery and management of the Melrose Youth Rugby Programme - this may include People management, project management and budget responsibility
- Lead the delivery and organisation of the clubs coach education programme and assist the clubs Director of Rugby in the delivery of a strong Coach Education and development programme.
- Ensure that the rugby development programme has long- term strategies to enable the club to meet its development objectives; to monitor and review these strategies and development plans on a regular basis and establish effective evaluation methods.
- To inspire, recruit, retain and motivate volunteers to get involved with all aspects of our development system; P1 – Senior Academy
- Developing strong relationships and collaboration with our local community and other partners e.g., SRU and support with the deliver of key club and regional rugby development projects such as the Development Player Programme, Player Development Hubs, Girls Development Series
- Increase the revenue streams through effective running and promotion of camps
- Assist to club to build a commercial sustainability framework for the youth programme, researching potential fundraising sources and establish a well-planned and viable commercial & fundraising plan, working alongside commerical arm of the club
- Any other such duties that should arise from time to time that aids in the development of the youth and coaching programme for Melrose Rugby and commensurate with the role.

KEY RELATIONSHIPS

- Melrose Rugby Director of Rugby
- Scottish Rugby Development staff; Regional Manager, Game Development Manager etc.
- Key club staff & volunteers
- Scottish Rugby Academy Staff
- Borders Academy Manager
- Earlston High School staff & pupils
- Schools within the Earlston HS cluster
- Mini, Youth, Schools, Age Grade & Rugby Committees



MELROSE RUGBY

PERSONAL SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Experience in planning, development implementation and monitoring rugby development programmes
- Experience and achievement in the coaching, support and development of rugby players, throughout the different stages of their development journey; participation to performance.
- Good knowledge and understanding of the teaching, learning and coaching process and have a track record of developing coaching programmes and/or rugby development curriculums

QUALIFICATIONS & TRAINING

Qualified to a minimum of:

- Advanced Coaching Programme / or working towards
- World Rugby: Condition for Rugby Level 1
- World Rugby: First Aid in Rugby (FAIR) Level 1
- SRU Introduction to Match Officiating
- World Rugby Coach Educator

SKILLS

- IT literate in all areas of Microsoft Office, including Excel, Word and PowerPoint Presentation
- Excellent interpersonal, communication and presentation skills
- Strong administration and operational management skills
- Full clean driving license

THE PERSON

The ideal candidate will be passionate about rugby / sport, coaching and developing players and have exceptional communication skills. You will be comfortable working as a team member, leading change and owning responsibility.
This post would be ideal for:

- Rugby Development Officers looking for the next step in their career;
- Players or coaches who want to move into a leadership/management role;
- Candidates working in similar roles in other sports who want to transition into rugby & coach development

As part of the Melrose Rugby Leadership team, you will be supported by the Melrose Rugby Board to deliver in this post and develop your career. This is a unique opportunity that will allow you to lead the development of our programme. We are ambitious to create something very special and look forward to hearing from candidates with a similar mindset.

The salary offered will reflect the significance of the position and the capabilities of the successful candidate. This appointment is subject to a satisfactory PVG check.



MELROSE RUGBY

APPLICATION PROCESS

To apply for the position of Head of Youth Rugby, please email
robmoffat14@hotmail.co.uk
with a CV and covering letter.



For an informal chat, please call Director of Rugby, Rob Moffat on
07764 772 252

THE CLOSING DATE FOR APPLICATIONS IS 26 MAY.

Interviews will be held the week beginning 5 June.





MELROSE
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HORNETS



QUEEN BEES



WASPS

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