

## **Job Advert**

### **Position - Development Officer**

Closing date: 15 March 2024

Self-Employed position

Salary: Dependent on experience. Range from £13 to £17 per hour

Hours: Approx 30 hours per week

Location: Highland Perthshire

Reports to: Club Chairman / Youth Convenor

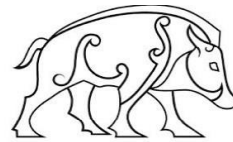
Aberfeldy RFC is a small but ambitious club who have made great strides since forming just over 8 years ago. Our rapidly expanding youth section provides playing opportunities throughout Highland Perthshire both through our local schools and our regular club sessions. The position will provide a tremendous amount of variety in a community that is very supportive of the club.

Our youth section has come a long way in a short time with rapidly increasing numbers and playing opportunities and have developed a very successful relationship with the SRU and that partnership has resulted in funding through both Development Officer and State School funding programmes.

Job Purpose - to develop, manage and deliver rugby development across all age groups and to maintain and develop the relationship we have with all local primary and secondary schools. To manage and develop our volunteer base.

Please read the job description for full details of the post.

Please send your CV with covering letter to our Club Chairman by email [jldempster@btinternet.com](mailto:jldempster@btinternet.com)



## **Job Description**

### **Position - Development Officer**

Reports to: Club Chairman / Youth Convenor

Salary Scale: £13 to £17 per hour (D.O.E)

#### **A. Job Purpose**

To plan, organise, lead and manage rugby development across male and female micro, mini and midi sections. To oversee our development programme to support participation and retention to players with key partners such as local schools and Active Schools. To help develop both mens and ladies senior teams.

#### **B. Job Responsibilities and Duties**

- Undertake the role of Development Officer in accordance with the objectives and requirements of the Partnership Agreement between the club and Scottish Rugby
- Uphold the Clubs high standards in providing quality positive environments for both players and volunteers.
- Lead the delivery of our rugby programme in conjunction with our Community Coach.
- Lead the recruitment, training and retention of volunteers within the youth section.
- Deliver high quality coaching and skills development sessions throughout all club teams.
- Work with local schools to increase rugby participation through the facilitation of both curricular and extra curricular sessions and game play opportunities along with maintaining a strong pathway between the schools and the Club.
- Support the compilation of the clubs fixture schedule for youth rugby
- Oversee the planning, promotion and delivery of youth camps.
- Maintaining and recording participation data as required by the club and Scottish Rugby
- Regularly report progress on KPIs in relation to our Partnership agreement with Scottish Rugby
- Assist in the implementation of and achievement of the Clubs Development Plan.
- Work in partnership with other organisations to raise the profile of rugby and the Club within the local community.
- Assist with the Club communication strategy
- Ensure that all players , coaches and volunteers are registered as appropriate on Scrums

#### **C. Working Hours**

Working hours of approximately 30 per week, which will include evening and weekend work.

#### **D. Essential Internal and External Working Relationships**

- Internal - Club officials , Coaches , Players , Volunteers and Parents
- External - Scottish Rugby Union Development Department, Active Schools, Local Schools and other local sports clubs.

#### **E . Skill and Experience**

Relevant skills and experience required to perform the role:

- All aspects of rugby development
- Independent working and self management
- Rugby Ready- Appropriate coaching qualification

- Coaching rugby across relevant age groups
- Experience of working with volunteers
- Good communication skills
- Ability to build effective working relationships
- Good organisational skills
- Ability to undertake flexible working hours
- Satisfactory PVG check
- Valid driving licence