

# Ross Sutherland Rugby Club.

## Rugby Development Officer

Salary £24,000-28,000 per Annum.

**Ross Sutherland Rugby Club** are looking for a dynamic and committed **Rugby Development Officer** to work with us to drive the aims of the club forward in line with the club's development plan and **Scottish Rugby's** vision. The club aspires to deliver high-quality development programmes that create a positive and supportive environment for its players, coaches, volunteers and club officials.

You will have a relevant academic qualification and a full and valid driving licence. You must demonstrate excellent communication skills and the ability to work pro-actively with parents, players, club coaches, school leads and club officials.

You will report to the Club Management Group which consists of representatives from **Ross Sutherland Rugby** and **Scottish Rugby**.

### Key Accountabilities

- Increase playing participation at Ross Sutherland Rugby Club and within targeted schools across the region.
- Support the implementation of a club development plan in line with Ross Sutherland and Scottish Rugby targets.
- Work in partnership & collaborate with the Cashback Rugby Development Officer.
- Manage and deliver the Youth Coaching Development Pathway to identified secondary pupils.
- Work in partnership with a range of agencies to raise the profile of rugby in the local community.
- Deliver high quality sessions to the club, associated local schools and community groups.
- Lead coach development programme to up-skill and develop all club coaches.
- Assist with recruitment, retention and development of all club volunteers.
- Lead the delivery of the clubs Rugby Academy programme.
- Manage effectively all budgeting associated with the Rugby Development Officer and Community Rugby Project.
- Work as part of our media team to share information across all the clubs platforms.

## **Communications and Contacts.**

it is expected that the Development Officer will have on-going communications and contacts with:-

- Club leads, all Scottish Rugby regional team members & Caledonia North Development Officer network.
- External funding agencies such as Sportscotland.
- Active Schools Coordinators, Community Sports Hub & School leads.
- Talented young individuals who are on specific sport programmes.

## **Person Specification**

### **Essential.**

- Aspiring/UKCC Level 2 Coaching qualification or Equivalent.
- Experience in coaching across a wide variety of age bands and groups.
- Experience of working effectively with partners and stakeholders.
- Experience and knowledge of working with and co-ordinating volunteers.
- Strong IT skills and experience of Word, Outlook/E-mail, SCRUMS, and social media.
- Ability to build effective working relationships.
- Excellent organisational skills.
- Well-developed communication skills.
- Ability to prioritise competing deadlines and projects.
- Ability to work well under his or her own initiative.
- Ability to undertake flexible working hours (including evening & weekends)
- Enhanced PVG for working with vulnerable groups(essential).
- Full and valid driving licence.
- Access to a car.
- Valid First Aid certificate.

### **Desirable.**

Sports related degree/HND.

World Rugby Strength & Conditioning Level 1 or equivalent.

Level 1 refereeing qualification.

Knowledge and understanding of child protection issues and policy.

Experience of sourcing and securing funding.

Knowledge of national sporting physical activity initiatives & strategies, and issues affecting rugby clubs.

### **Others.**

Working hours; 37.5 hours per week. Some hours will be on Saturdays and Sundays to meet the business needs of the employer.

28 days paid annual leave including Public Holidays. The employee will be entitled to accrue Time off in lieu (T.O.I.L.) for weekend work and travel and take this time off during the week.

Contract term initially 1-year, with a view to being continued subject to satisfactory performance.

**Closing Date: 15<sup>th</sup> of March 2024** for applications. It is anticipated that interviews will be conducted during the week **beginning 18<sup>th</sup> of March 2024**.

Applications should be made by CV and Covering letter (no more than 500 words), outlining why you feel you are suitable for the position with the person specification and should be submitted to John Scott, [john.scott@fearnfarm.com](mailto:john.scott@fearnfarm.com) or in writing to the address below.

To discuss this opportunity further please contact Ross Sutherland Rugby Chairman, John Scott on 07770 863506, E-mail: [john.scott@fearnfarm.com](mailto:john.scott@fearnfarm.com) , or Caledonia North Regional Manager, John Mann on 07764 178907. E-mail: [john.mann@sru.org.uk](mailto:john.mann@sru.org.uk).