



Ellon Rugby SCIO
Development Officer

Ellon Rugby is a community rugby club in Northeast Scotland, situated 17 miles North of Aberdeen since 1977. Ellon Rugby seeks to appoint a Full Time Rugby Development Officer (DO) to help drive the growth of youth and junior rugby in both the boys' and girls' game at the Club. The DO shall have primary responsibility for the development and delivery of a rugby programme embedded into local Secondary School Academies and associated targeted cluster Primary Schools for each. The position is key to helping the club meet its strategic goals around youth and junior rugby, long term player development, and community sustainability.

Salary: £24,200/annum, plus expenses and travel allowance of 45p/mile from The Meadows Sports Centre, Ellon.

Closing date: 31st October 2024

Key Responsibilities:

- Increase playing participation at Ellon Rugby and local schools for both boys and girls rugby across key transition and target age-groups.
- Work in partnership with a range of agencies to raise the profile of rugby in the local community.
- Deliver high quality coaching sessions to club and associated cluster schools and community groups, maintaining professional standards of appearance, behaviour and delivery aligned to our Club and Scottish Rugby's Caledonia North Cultures, Values and Behaviours.
- Organise and facilitate opportunities for developing club coaches, working with Scottish Rugby's Caledonia North Coach Development Officer and their regional Training and Education workforce.
- To assist with the co-ordination and then manage (as agreed with DoR) rugby events, festivals and holiday programmes.
- To create links between the club, schools and local communities establishing clear opportunity and pathways for players of all ability to progress in line with Long Term Player Development plans.
- To support the Regional Workforce Development Plan by training to become acquainted with Scottish Rugby's Training and Education pathway, in order to support and deliver various rugby specific workshops, "Coaching Essentials" courses and "Aspiring Coaching Programme" courses within the wider Caledonia North rugby community.

Please find attached for your reference the following documents:

1. Ellon Rugby DO Job Profile, Roles & Responsibilities and Person Specification
2. Ellon Rugby DO KPI's

For more information or to apply please email a cover letter and CV to the Director of Rugby, Ellon Rugby, directorofrugby@ellonrugby.org



Ellon Rugby SCIO

Club Development Officer

Job Profile

- Job Title:** Club Development Officer (CDO)
- Reports To:** Director of Rugby (DoR)
- Hours of Work:** 35 hrs/week to be worked on a flexible basis as agreed with the Director of Rugby.
- Salary:** £24,200/annum, plus expenses and travel allowance of 45p/mile from The Meadows Sports Centre, Ellon.

Roles & Responsibilities

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of this partnership agreement or for better fulfilment of the role.

Purpose of Job:

To create a thriving structure within the Ellon Rugby catchment area through delivery of targeted youth, schools and community programmes promoting and growing both the youth male and female game at the Club and key identified Secondary Schools along with any targeted associated Primary cluster Schools. This will ensure that a vibrant rugby environment is on offer to all interested parties and at the centre of sustainable rugby development in the community. To give young people the abilities and opportunities to develop their skills, lead a healthy lifestyle and grow personal competences in teamwork and leadership.

Key Contacts:

- Derek Fraser (Line Manager)
- Scottish Rugby (SR) Regional Manager
- Youth, Junior & Girls Head Coaches
- Active Schools' coordinators and Ythan Community Sports Hub (CSH)
- Any applicable 3rd party Community Leaders

Key Accountabilities:

- Increase boys and girls playing participation at Ellon Rugby and local schools across specific targeted age groups.
- Support the development and implementation of a Club Development Plan.
- Work in partnership with a range of agencies (as required) to raise the profile of rugby in the local community.
- Deliver high quality coaching sessions to the Club (if required) and associated cluster schools and community groups, through effective Coach Education.
- Support the Club in growing the Women & Girls (W&G) structure (W&G Lead, Coaches and Admin / Manager) and increasing participation and playing numbers in the girls' rugby programme for U12, U14, U16 and U18 players.
- Be aware and inform the Club of opportunities for developing club coaches, working with SR's local Coach Development Officer and Regional SR Coach Trainers and Educators.

- To assist with the co-ordination and then manage and deliver targeted sports events, festivals, and holiday sports programmes.
- To create links between the club, schools and local communities establishing clear pathways for players to progress
- To support the Regional Workforce Development Plan by training to become acquainted with Scottish Rugby's Training and Education pathway to support and deliver various rugby specific workshops, "Coaching Essentials" and "Aspiring Coaches" courses within the local rugby community.


PERSON SPECIFICATION
Club Development Officer




Factor	Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> • “Aspiring Coaching programme” Qualification or equivalent • Sports related degree / qualification • Rugby Right Certified • Introduction to Match Officiating 	<ul style="list-style-type: none"> • “Advanced Coaching Programme” Qualification or equivalent • First aid qualified (first aid in rugby – FAIR or SCRUMCAPS First Aid)
Experience & knowledge (in an employed or voluntary capacity)	<ul style="list-style-type: none"> • Coaching rugby across a wide variety of age bands and groups • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of working with vulnerable youngsters • Knowledge and understanding of sports development pathways Long Term Player Development (LTPD) • SRU Technical Blueprint 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of rugby development pathways • Aware of “Reaching Higher” targets and initiatives. • Knowledge and understanding of issues effecting rugby clubs
Competencies - Skills & Knowledge	<ul style="list-style-type: none"> • IT skills and experience • Ability to build effective working relationships • Excellent organisational skills • Excellent communication skills • Ability to prioritise competing deadlines and projects 	<ul style="list-style-type: none"> • Leadership skills
Leadership	<ul style="list-style-type: none"> • Excellent interpersonal skills • Remains open to ideas • Establishes clear goals • Supports others • Moves others to action 	
Managing Delivery	<ul style="list-style-type: none"> • Plans & prioritises workload – short & long term • Manages resources to ensure work completed efficiently • Achieves goals & meets deadlines despite obstacles • Pro-active in improving existing activities & processes. 	
Change Management	<ul style="list-style-type: none"> • Promotes the need for change where applicable • Successfully adapts to and works effectively with changing situations • Works with a variety of individuals or groups 	



	<ul style="list-style-type: none">• Maintains effectiveness and impartiality in uncertain or ambiguous situations.	
Communication	<ul style="list-style-type: none">• Communicates with others in a positive and influential manner• Good communication skills using a variety of methods available• Ensure that the most up to date and relevant contact lists are utilised.	



The preferred candidate will be required to complete a PVG check before taking up the post



Area of Focus	KPIs	Outcome	Output	Progress
 <p>State School Rugby</p>	<ol style="list-style-type: none"> 1. Develop and deliver a schools rugby programme that includes, <ol style="list-style-type: none"> a. High school curriculum delivery in Ellon Academy, Mintlaw Academy and Bridge of Don Academy. Minimum of a 6-week block of curriculum rugby for S1 – S3 pupils. b. High school extra curriculum delivery. Minimum of one session per environment throughout the academic year. c. Delivery in associated cluster primaries. Every primary school P6 & P7 class to have a minimum of 6-week Introduction to Rugby block followed by a cluster festival. 2. Support the Scottish Rugby Schools Officer to deliver school midweek fixtures 6Series, CHALLENGERSeries, and TRYSeries. <ol style="list-style-type: none"> a. Delivery of 3x 6Series round b. Support CHALLENGERSeries fixtures. c. 100% player registration and team sheet submission. 3. Support the Scottish Rugby Schools Officer and Game Development Manager to deliver high-quality in-person teacher CPD <ol style="list-style-type: none"> a. 1x Blueprint/SCOTS CPD Workshop for each 6Series School. b. Recruit internal school match officials per CHALLENGERSeries School 4. Support the Rugby Champion to complete School led Case Studies <ol style="list-style-type: none"> a. Case study highlighting the impacts to pupils Mental Health & Wellbeing. b. Case Study highlighting best practice in Club and School partnership working 	<p>Increase the amount and quantity of rugby activity that schoolchildren participate in playing opportunities that cater to a wide variety of players.</p>	<p>54 sessions (81 hrs)</p> <p>90 sessions delivered (135hrs)</p> <p>135 sessions delivered (202.5 hrs)</p> <p>6 fixtures (18 hrs) 6 team sheets (3 hrs)</p> <p>1x Blueprint CPD (4hrs)</p> <p>2 case studies (16hrs) 2 new Match Officials</p> <p>Time commitment aligned to DO reporting</p>	

	<p>5. Increase the number of SCRUMS primary registered players at your target secondary schools:</p> <ol style="list-style-type: none"> Ellon Academy – Baseline 9 Mintlaw Academy – Baseline 13 Bridge of Don Academy – Baseline 2 			
 Youth Club Rugby (U12 – U18)	<ol style="list-style-type: none"> Target Growth. Minimum of 2 boys & 1 girls in U12, U13, U14 and U15 to transition from each target school. (Baseline (1/7/24) Boys U12 28, U13 18, U14 30 U15 15 and Girls U12 5, U13 1, U14 4 and U15 5) Total club youth (U12 – U18) <ol style="list-style-type: none"> Boys’ youth Baseline 140. Target growth 164. Girls’ youth baseline 25. Target growth 37. Retention. Target to retain 75% of registered players year to year (U12 – U18). Focus on key age groups such as U13 – U18 and U18 – U20. School Holidays. <ol style="list-style-type: none"> Delivery 3x “Rugby Camps”, Summer, October & Easter. Support the delivery of U12 – U18 female only club training session Increase the number of club primary registered players to have a secondary registration at their secondary school 	Sustained development and retention of youth players committing to clubs, activity accessing and participating in game play opportunities.	3-week camps (120 hrs) 12 sessions (24 hrs)	
 Women & Girls Rugby*	<ol style="list-style-type: none"> Support club led Game Play and/or Girls Evolution events Support the delivery of 2x girls only u12s girl’s transition event/festivals Support Scottish Rugby funded Women and Girls community coaches to delivery regional U18 and U20 events 	Enhance the range of gameplay opportunities specifically tailored to female players within the game, ensuring a higher quality and more inclusive experience.	2 events (16 hrs) 2 events (16 hrs) 2 events (16 hrs)	
 Partnerships	<ol style="list-style-type: none"> Develop and maintain strong relationships and active lines of communication between Local Authority, HE/FE, Active Schools, CSH, Community Partners and SRU Regional Manager. 	Increase collaboration between organisations to promote and	3 CSH meetings (6hrs) 12 ASC meetings (24 hrs) 3 Schools meetings (6 Hrs)	

	<ol style="list-style-type: none"> 1. Represent the club through regular attendance at local development and regional groups where required by the SRU Regional Manager. 	embedment rugby in communities		
 <p>Coach / Match Official Education and Development</p>	<ol style="list-style-type: none"> 2. Delivery of a high-quality coach mentorship and development programme. <ol style="list-style-type: none"> a. Support Club Coach Coordinator/Director of Rugby in ensuring 100% of coaches complete RugbyRight each season. b. Support Club Coach Coordinator/Director of Rugby in achieving 100% of P4+ coaches completing their Coaching Essentials. c. Support Club Coach Coordinator/Director of Rugby in ensuring that the lead coach of each Youth Age Group complete their Aspiring Coaching Course. Minimum of 40% at club to be Aspiring Qualified d. Deliver 2 Coaching Essential courses (including education staff). e. Engage with regional workshops through attendance/support in delivery to ensure that own knowledge is always expanding 3. Create and implement a Workforce Development Plan: <ol style="list-style-type: none"> a. Recruit a minimum of 2x internal club referees (ITMO) b. Recruit a minimum of 3 female and 2 male coaches c. Delivery a club coach CPD programme d. Hold an event to engage female volunteers in leadership roles 4. Attend Scottish Rugby educator training/educator updates 	Higher quality of coaching in community game who feel better supported and aware of opportunities to develop that are available to them.	<p>4 Committee meetings (8hrs)</p> <p>2 sessions (24 hrs) 2 workshops (12hrs)</p> <p>2 meetings (16 hrs)</p> <p>10 sessions (40 hrs)</p> <p>2 sessions (24hrs)</p>	
 <p>SCRUMS reporting</p>	<ol style="list-style-type: none"> 1. Monthly DO reports must be completed and submitted within 7 days of the month ending. 2. Monthly DO reports are monitored to ensure that a minimum of 500 delivery sessions are achieved. 	Consistent up to date overview identifying trends, track progress and address issues early. Ensuring	<p>12 monthly reports (24 hrs)</p> <p>Reports shared with committee</p>	

	3. Support club coaches & school rugby champions to ensure fixtures have completed SCRUMS team sheets completed and submitted.	alignment with goals and objectives.	100% team sheets submitted	
 Regional and Pathway Commitments	1. Support the delivery of PDH hubs as a coach or hub manager. 2. Support the delivery of Region Games Series as requested by Pathways 3. Attending regional and national meetings.100% for meeting attended, and any non-attendance agreed in advance.	Individuals will develop new skills and information, increasing their competency and confidence in their roles.	6 sessions PDH (18 hrs) 7 sessions RGS (21 hrs) 10 sessions DO support days (60 hrs) 1 national update day (12hrs)	
 Club Governance and Funding	1. Support the creation and implementation of the Club Development Plan and Plan on a Page. 2. Create Plan 2 Achieve documents in W & G and State school 3. Delivery Scottish Rugby's transition and retention workshops 4. Assist in the development of the Club's applications for Scottish Rugby and external 3 rd party funding. 5. Support club committee to make sure all policies, procedures and governance documents are annually reviewed comply with current legalisation	Promote Club Development Plans that will help local rugby growth and raise the game's profile in communities.	2 CDP meetings (8 hrs) 2 Plan 2 Achieves (16hrs) 1 T & R workshop (8hrs) 4 funding meetings (8 hrs) 4 committee meetings (8hrs)	

Notes:

1. KPI's to be reviewed on a regular basis
2. KPI's are subject to change/adjustment (with joint agreement of DoR, CDO & Scottish Rugby Regional Manager)