



Moray Rugby Football Club

Development Officer

SCIO051430

Moray Rugby Club is a community rugby club based in the heart of Elgin, established over 100 years ago in 1923, the club has grown from strength to strength. We have an established youth pathway for both boys and girls, 2 senior men teams, a senior women's team, and a walking rugby side. Moray Rugby Club are excited to add to their team and seek 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 Schools 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 Range: £22'000 - £25'000/annum, plus expenses and travel allowance.

Closing date: 20th September 2024

Key Responsibilities:

- Increase playing participation at Moray Rugby Club 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. Moray Rugby DO Job Profile, Roles & Responsibilities, Person Specification and
2. Moray Rugby DO KPI's.
3. For more information or to apply please email a cover letter and CV to the Director of Rugby at dor@morayrfc.co.uk



Moray Rugby Football Club
Club Development Officer
Job Profile

Job Title: Club Development Officer (DO)

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 Range: £22'000-£25'000/annum, plus expenses and travel allowance.

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 vibrant, thriving rugby community within the Moray Rugby catchment 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 Primary and Secondary Schools. The Development Officer will continue to grow the game across Moray to provide opportunities for young people to engage in our sport and to promote positive physical and mental wellbeing. As well as providing opportunities for our community to access rugby, the development officer will be tasked with improving the quality of youth rugby at the club to ensure players are reaching their full potential.

Key Contacts:

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

Key Accountabilities:

- Increase boys and girls playing participation at Moray Rugby Club and target Secondary Schools.
- 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.
- 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.

Key Performance Indicators:

State School Rugby

- Develop and deliver a school rugby programme that will include curricular and extra-curricular delivery in our target Secondary Schools and their cluster Primary Schools.
- Establish new rugby programmes at our other Secondary schools and their cluster Primary Schools.
- Support the Scottish Rugby Schools Officer to deliver midweek fixtures, that includes 6Series, CHALLENGERSeries and TRYSeries.
- Continue to develop the annual 'Moray Marine Cup' for U14 boys and girls.

Youth Club Rugby

- Increase participation numbers across our youth section for both boys and girls.
- Increase the numbers of players transitioning from our Secondary Schools to the club.
- Ensure we are retaining current players through the key transition ages U12-U13 and U14-U15.
- Delivery of 3 Holiday Camps.
- Establish 2 satellite training hubs in Forres and Buckie for mini rugby players to ensure we are engaging with the whole of Moray.

Women and Girls

- Support the growth in our women and girls' rugby sections including player numbers and coaches.
- Increase the transition from school to club through club transition events.
- Support Scottish Rugby hosting women and girls' events at Moray RFC.

PERSON SPECIFICATION
Club Development Officer

<i>Factor</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications and Attainment	<ul style="list-style-type: none"> • “Aspiring Coaching programme” Qualification or equivalent. • Sports related degree / HND Qualification. • Rugby Right Certified. 	<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. • 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. 	

	<ul style="list-style-type: none"> • 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 • 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