



Job Application

Job Description: Assistant Development Officer

Organisation: Moray Rugby Football Club

Location: Primarily based at local secondary and primary schools, with weekly duties at Gordonstoun School and Moray RFC, Elgin, Moray

Contract Type: Self Employed. Fixed Term.

Hours: Full-time (including evenings and weekends)

Salary: £22,500

Reports To: Moray Rugby Club Development Officer / Gordonstoun Head of Sport

About the Role

Moray RFC, in collaboration with Gordonstoun, is seeking a dynamic and committed Assistant Development Officer to support and grow the game of rugby in Moray. This is an exciting opportunity to join a new and innovative partnership aimed at expanding rugby participation, fostering performance development, and contributing to the rugby culture within schools and the wider community. This role is part of the Scottish Rugby Development Officer programme and is supported by funding from Scottish Rugby and local partnership stakeholders.

Key Responsibilities

- 1) School and Community Rugby Delivery
 - i) Lead and deliver structured rugby coaching sessions during curricular and extra-curricular time at Elgin High School, Gordonstoun and catchment primary schools.
 - ii) Foster strong relationships with school staff, pupils, and parents to enhance participation and enjoyment of rugby.
 - iii) Promote rugby through inclusive and varied activities that cater to all skill levels and backgrounds.
 - iv) Facilitate the transition of participation in school Rugby to registered members at Moray Rugby Club in line with the SRU's targets.
- 2) Player Development Pathway
 - i) Deliver evening performance coaching sessions at Moray RFC for identified pathway players (set evenings).
 - ii) Work with the Club Development Officer and Scottish Rugby representatives to support talent identification and progression.
 - iii) Monitor and evaluate player development, providing regular feedback to players, parents, and coaches.
- 3) Coaching and Volunteer Development
 - i) Support and mentor aspiring coaches and volunteers within the club and schools.
 - ii) Encourage and facilitate CPD opportunities and rugby qualifications for teachers, students, and community members.
 - iii) Contribute to building a sustainable coaching framework across the region.





iv) Support the delivery of coaching the Boys U16 side.

4) Event and Fixture Support

- i) Assist with the coordination and delivery of festivals, matches, and rugby events involving schools, clubs, and regional teams.
- ii) Support matchday logistics including team management, transport, equipment, and communication with relevant parties.

5) Administration and Reporting

- i) Maintain accurate records of participation, player development, and programme outcomes.
- ii) Provide timely reports to stakeholders including Moray RFC, Gordonstoun, Elgin High School and Scottish Rugby.
- iii) Ensure compliance with safeguarding, health and safety, and risk management protocols at all sites.

Person Specification

- Qualifications – minimum of the Scottish Rugby Coaching Essentials (UKCC Level 1), desirable the Scottish Rugby Aspiring Coaching Programme (UKCC Level 2).
- Experience working with young people in sport or education Experience working in a school environment.
- Strong organisational and communication skills.
- Able to work independently and manage time effectively.
- Understanding of Scottish Rugby's development pathway.
- Enthusiastic, inclusive, and positive attitude.
- Able to work evenings and weekends as required.
- Access to own transport and full driving licence.

Additional Information

- The successful candidate must be PVG registered (Protection of Vulnerable Groups) or willing to undergo checks.
- Training and mentoring will be provided in line with Scottish Rugby's development framework.

How to Apply

To apply, please send a CV and covering letter detailing your suitability for the role to do@morayrfc.co.uk.

Closing Date: **18th of August.**

Moray RFC is committed to equal opportunities and the safeguarding of children and young people. This post is subject to an enhanced PVG check.

