



KILMARNOCK RUGBY FOOTBALL CLUB



BELLSLAND, QUEENS DRIVE, KILMARNOCK,
AYRSHIRE KA1 3XF

Job Title: Rugby Development Officer
Location: Kilmarnock Rugby Football Club, Queens Drive, Kilmarnock
Employment: - Full-Time 37.5 hours/week
Role requires attendance at Wednesday evening training and Sunday junior games
Salary:- ITRO £27,000 per annum (dependant on experience)
Benefits:- Mobile Phone and KRFC Branded Kit
Reports To:- Director of Rugby

Purpose of the Role

Kilmarnock RFC is a vibrant, inclusive community rugby club seeking an ambitious and proactive Rugby Development Officer who can create, lead and deliver sustainable rugby development initiatives. This role will focus on promoting and growing both the youth male and female game at the Club and at key identified Secondary Schools, associated Primary Schools and community programmes. This role also requires to work in Partnership with the SRU. The Development Officer will ensure young people have the abilities and opportunities to develop their skills, lead a healthy lifestyle and grow personal competences in teamwork and leadership

Key Stakeholders

- Kilmarnock RFC Club Committee
- Grange Academy and Stewarton Academy Schools of Rugby (plus other associated schools)
- Glasgow South Regional Manager
- East Ayrshire Active Schools' coordinators
- Any applicable Third Sector Community Leaders

Key Responsibilities

- Lead and deliver rugby development programs across the club, local primary and secondary schools, and community initiatives.
- Coordinate and manage Schools of Rugby programs at various Secondary Schools (Grange Academy and Stewarton Academy).
- Grow and sustain youth and mini sections, ensuring smooth player transitions from micro → mini → youth → senior rugby.
- Build and maintain strong relationships with school leaders, Active Schools coordinators, volunteers, and club committees
- Assist the Director of Rugby with the design and implementation of a comprehensive coach development pathway, including CPD and mentoring
- Support Director of Rugby in the preparation of succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses
- Ensure Scottish Rugby's strategic objectives are integrated into club and school programs
- Promote the values of Scottish Rugby within all club and school environments



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- Plan and deliver holiday camps, school outreach, and club open days to increase Club Membership
- Develop, monitor, and evaluate rugby programs; provide timely reports and recommendations to stakeholders.

Essential Skills & Experience

- Proven experience delivering rugby coaching to youth age groups
- Ability to influence, lead, and develop volunteer Coaches and assistant coaches effectively
- Strong knowledge of sports development in community club environments
- Excellent communication, leadership, and interpersonal skills
- Strong planning, organisational, and strategic thinking abilities
- Understanding of Long-Term Player Development (LTPD) models
- PC literate including Excel, Word and Email spreadsheets and planning tools

Essential Qualifications:

- Rugby Coaching Essentials (UKCC Level 1 or equivalent)
- Full driving license
- PVG Scheme membership (or willingness to join)

Desirable Qualifications:

- UKCC Level 2 / Aspiring Coach Qualification
- Sports-related HND or Degree
- Coach Educator Qualification
- Match Official qualification
- First Aid in Rugby (FAIR) or equivalent
- Previous coaching or development officer experience

What We Offer

- A dynamic, supportive working environment.
- Opportunities for professional development and qualifications.
- A chance to shape and lead rugby delivery across the club and schools

How to Apply

Submit your CV and a supporting statement outlining your relevant experience to:-

Claire Provan (KRFC President):- claire@plan-it-architecture.co.uk

Closing Date: 01 December

Indicative Interview Date: 08 December



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For general enquiries regarding role, contact: Claire Provan on 07702 604270 or email at address above