

Could you be the Development Officer CRFC has been looking for?

Job Title:- Rugby Development Officer

Location:- Caithness Rugby Football Club, Millbank, Thurso.

Employment:- Full-Time 37.5 hours per week worked on a flexible basis

Salary:- £24,000 - £27,000 per annum (dependant on experience)

Fixed Term to 31st May 2028, with extension aligned to Scottish Rugby funding cycle.

Reports To:- President/Vice Chairperson

Purpose of the Role

Caithness 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 competencies in teamwork and leadership.

Key Stakeholders

- Caithness RFC Club Committee
- Thurso High School and Wick High School (plus other associated schools)
- Caledonia North Regional Manager
- Thurso & Wick 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.
- Line manage the Community Coaches, ensuring the delivery of community activity and the development of a vibrant, sustainable pathway for all sections.
- 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
- 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.
- Design and deliver a clear coach and volunteer development pathway, including regular training and CPD opportunities.
- Support volunteer recruitment, retention, and recognition across all age groups.
- Work with the club committee to develop and implement a strategic plan aligned to Scottish Rugby's Club Development Planning framework.
- Monitor, evaluate, and report on rugby delivery, providing accurate and timely updates to all key stakeholders.

Essential Skills & Experience

- Ability to lead, influence, and support volunteers, coaches, and part-time staff.
- Strong understanding of community rugby development, including youth, minis, and pathway structures.
- Excellent communication and leadership skills, with the ability to build positive relationships across schools, Local Authorities, partners, and club committees.
- Strong planning, organisation, and project-management abilities, with experience delivering programmes to agreed targets.
- Ability to develop and implement strategic plans in collaboration with club and community partners.
- Excellent understanding of Long-Term Player Development (LTPD) principles and their application to community and youth rugby environments.
- Good level of IT proficiency, including use of Microsoft products, reporting systems and mechanisms, and planning tools.

Qualifications

Essential:

- Rugby Coaching Aspiring (UKCC Level 2 or equivalent)
- Full driving license
- PVG Scheme membership

Desirable:

- UKCC Level 3 / Advanced Coach Qualification
- Sports-related HND or Degree
- UKSCA or equivalent
- Match Official qualification
- First Aid in Rugby (FAIR) or equivalent

What We Offer

- A dynamic, supportive working environment.
- Opportunities for professional development and qualifications.
- A chance to shape and lead rugby delivery within Caithness RFC

How to Apply

Please submit your CV and a supporting statement outlining how your experience aligns with the role to caithnessrugbyclub@gmail.com

Should you require further information please email the above address with your contact information and someone will get back in touch with you.

Closing date: Friday 6th March 2026.