

Kelso RFC

Rugby Development Officer

Full time 37.5 hours/week

£25,000 - £30,000 subject to experience.

Two-year initial term until 31st of May 2028 with potential extension aligned to Scottish Rugby funding cycle



About the Role

Kelso RFC is a thriving and ambitious Scottish Premiership club with arguably the largest support in the league. This support is based on the strong community connection, with local developed talent at the heart of the Senior playing squad.

We are looking to appoint an ambitious, enthusiastic and highly motivated individual to the post of Rugby Development Officer who will positively contribute to Kelso RFC's continued success in both the 15 and 7-a-side game, by ensuring high quality playing/coaching experiences and opportunities at all levels from P1 - U18 and into the Senior environment.

The club has a strong relationship with Kelso High School (where the Development Officer is based) and its associated Primary Schools. Providing the ideal opportunity for the successful candidate to lead and deliver a wide range of programmes alongside the school of rugby groups.

Key Responsibilities

- Lead, develop and deliver high-quality programmes of rugby activity and pathways across the club, Kelso High School and associated Primary Schools to improve personal and performance standards as well as increase participation.
- Lead, develop and deliver a high-quality Coach Development programme, in conjunction with Scottish Rugby and Game Development resources.
- Plan and manage key transition events to ensure transition and retention at all levels remain high.
- Plan and deliver holiday camps and other rugby related events, some of which will be income generating.
- As the main club/schools link; build and maintain effective relationships and lines of communication with school leaders, Physical Education staff, Active Schools, club committees, and wider community partners.
- Support volunteer recruitment, retention, and recognition across all age groups.
- Support the development and implementation of the Club Development Plan.

- Monitor, evaluate, and report on rugby delivery and developments by providing accurate and timely updates to Kelso RFC and Scottish Rugby.
- Lead and ensure high standards of compliance with all administrative procedures regarding age group player/coach registration, safeguarding and eligibility.
- Identify, prepare, and submit funding applications to Scottish Rugby and others to support financial sustainability.
- Support elements of Scottish Rugby Regional Team delivery.
- Be a positive ambassador of Kelso RFC and Scottish Rugby, consistently promoting their values within the club, schools and wider community.

Essential Skills and Experiences

- Proven experience delivering high quality rugby coaching to mini and youth age groups.
- Proven ability to lead and support the development of coaches and volunteers.
- Strong understanding of the community rugby development environment and the Long-Term Player Development for youth and minis (male and female).
- Excellent communication and leadership skills.
- Strong planning and organisational skills, with experience of delivering programmes to agreed targets.
- Ability to develop and implement strategic plans in collaboration with club and partners.
- Strong level of IT proficiency to plan, record, report and promote.

Qualifications

Essential

- Rugby Coaching (UKCC Level 2 or equivalent)
- Full driving licence
- PVG Scheme membership (or willingness to join)

Desirable

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

What we offer

- A supportive, committed and rewarding working environment.
- Opportunities for professional and career development.
- A chance to shape and lead rugby development in an ambitious and enthusiastic environment at Kelso RFC.

How to apply

Submit your Rugby CV and a supporting statement outlining how your experience aligns with the role to:

Club Contact Name: Colin Richardson (colinrichardson63@yahoo.co.uk)

Subject line: "Development Officer Position at Kelso RFC"

For a conversation regarding the post please contact:

Colin Richardson or Murray Hastie (current Development Officer 07842 250425)

Closing Date: Sunday 26th April 2026 10pm

Interview Date: Wednesday 6th May 2026