

# Musselburgh Rugby Football Club

*Integrity    Respect    Inclusion*



## Rugby Development Officer

- Full time 37.5 hours/week
- £20,000 - £30,000 per annum subject to experience
- Two-year initial term until 31st of May 2028 with potential extension aligned to Scottish Rugby funding cycle

## About the Role

Musselburgh RFC is a thriving Scottish National League One club with strong links in the local community. We run flourishing mini and youth rugby sections for males and females; and run 2/3 adult male teams and a women's team. Locally developed talent sits at the heart of our senior playing squads.

We are looking to appoint an ambitious, enthusiastic and highly motivated individual to the post of Rugby Development Officer who will positively contribute to Musselburgh RFC's continued success across all levels by ensuring high quality playing/coaching experiences and opportunities, with strong playing numbers, at all levels from P1 - U18 and into the Senior environment.

The club has a strong relationship with Musselburgh Grammar School (School of Rugby) and Rosehill High School (developing School of Rugby) and associated Primary Schools. Providing the ideal opportunity for the successful candidate to lead and deliver a wide range of programmes within and outside of the School of Rugby programmes. We also have a strong collaborative relationship with Loretto School, maintenance of which is a key aspect of the role.

## Key Responsibilities

- Lead, develop and deliver high-quality programmes of rugby activity and pathways across the club, both High Schools and associated Primary Schools to improve personal and performance standards as well as increased participation.
- Lead, develop and deliver a high-quality Coach Development programme, in conjunction with Scottish Rugby and Game Development resources. Work with volunteer and community coaches as required.
- Liaise with our Scottish Rugby Development Manager, agree and achieve set Scottish Rugby KPI's
- Provide monthly reports to the Director of Youth Rugby including: participation & retention data; progression through pathways; key risks & development opportunities; an update against the agreed SR KPI's.
- Plan and manage key transition events to ensure transition and retention at all levels remain high. Particular emphasis on transition from mini to youth rugby and from youth to senior rugby. You will work particularly closely with the U16-U18 teams in this respect.
- 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 (including at Loretto), 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, working particularly closely with the Director of Rugby and Youth Director of Rugby.
- Monitor, evaluate, and report on rugby delivery and progress towards agreed KPIs by providing accurate and timely updates to Musselburgh RFC and Scottish Rugby.
- Lead and ensure high standards of compliance with all administrative procedures regarding age group player/coach registration (including onboarding and player Charter documents), safeguarding and eligibility.

- Working with the club Board, identify, help 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 Musselburgh 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.

### **Essential Qualifications**

- Rugby Coaching (UKCC Level 2 or equivalent), or quickly work towards this
- Full driving licence
- PVG Scheme membership (or willingness to join)

### **Desirable Qualifications**

- 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
- Access to relevant equipment and facilities; and necessary support from the Board
- Opportunities for professional and career development
- A chance to shape and lead rugby development in an ambitious and enthusiastic environment at Musselburgh RFC

### **How to apply**

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

- Club Contact Name: Alistair Scott (Director of Youth Rugby) email: [youthdor.mrfc@gmail.com](mailto:youthdor.mrfc@gmail.com)
- Subject line: "Development Officer Position at MRFC".  
For a conversation regarding the post please contact: Alistair Scott - 07899717352

Closing Date: May 6, 2026

Interview Date: TBC