

# Kirkcaldy Rugby Football Club

## Development Officer – Job Description

### Reports To

Club President / Director of Rugby

### Hours

Flexible part-time or full-time role (including evenings and weekends as required)

### Salary

Competitive and dependent on experience

### Role Purpose

Kirkcaldy Rugby Club is seeking an ambitious and motivated Rugby Development Officer to support the growth of locally developed talent and strengthen the pathway from P1 to U18 and into senior rugby. The role is central to ensuring high-quality coaching, playing experiences and development opportunities for young players across all age groups. Key responsibilities include increasing participation, enhancing community engagement, improving player pathways, and supporting club sustainability. The successful candidate will collaborate closely with youth players, coaches, schools, local authorities and governing bodies to deliver programmes that support long-term club success.

### Key Responsibilities

#### Rugby & Participation Development

- Develop and implement strategies to increase participation across mini, youth and girls' rugby.
- Support recruitment and retention of players at all youth levels.
- Plan and deliver appropriate rugby sessions at local schools and college (this will include core PE and School of Rugby in the local high schools)
- Plan and manage key transition events to ensure transition and retention from schools to club.
- Plan and deliver holiday camps, rugby festivals, and community programmes.
- Support player progression pathways into and within the club structure.

#### Community Engagement

- Strengthen the club's presence within the local community.
- As the club's main link to schools, build relationships with schools, Active Schools Coordinators,

colleges, local businesses, and community organisations.

- Promote inclusivity and accessibility throughout the club.
- Represent the club at community and sporting events.

### **Volunteer & Workforce Development**

- Coordinate volunteer coach training and development opportunities.
- Work with coaches and team managers to ensure appropriate qualifications and safeguarding requirements are maintained.

### **Administration & Reporting**

- Maintain accurate participation and programme records.
- Prepare reports for the club Trustees and SRU.
- Assist with grant applications and funding opportunities.
- Support social media and communications activity where required.

### **Person Specification**

#### **Essential Criteria**

- Passion for rugby and community sport development.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative abilities.
- Ability to work independently and as part of a team.
- Experience working with volunteers, community groups, or sports organisations.
- Flexible approach to working hours including evenings and weekends.
- Competent IT and social media skills.
- Full driving licence and access to transport (preferred).

#### **Desirable Criteria**

- Experience in sports development or rugby club administration.
- Knowledge of Scottish rugby structures and pathways.
- Coaching, safeguarding, or rugby-related qualifications.

### **Key Outcomes**

The Development Officer will be required to:

- Increase club membership and participation levels.
- Enhance community visibility and engagement.

- Improve volunteer recruitment and retention.
- Support sustainable commercial growth.
- Strengthen player development pathways.
- Help deliver a positive and inclusive club culture.

Success in this role will be measured against agreed quarterly participation and retention targets.

### **Application Process**

Applicants should submit:

- A CV
- A covering letter outlining suitability for the role

Applications should be sent to:

Kirkcaldy Rugby Football Club – [events@kirkcaldyrugby.co.uk](mailto:events@kirkcaldyrugby.co.uk)

### **Equal Opportunities**

Kirkcaldy Rugby Football Club is committed to equality, diversity, and inclusion and welcomes applications from all sections of the community.