



Job Title	Development Officer
Reports To	Management Committee
Location	Dunfermline RFC and Surrounding Areas
Hours	35 hrs per week, fixed term for 24 months (Opportunity for extension based on performance and funding)
Salary	£25,00 - £27,500 (subject to skills and experience)

Job Purpose

Dunfermline RFC in partnership with Scottish Rugby has an opportunity for an enthusiastic and self-motivated individual to play a key role in the development of rugby within the local community.

About Dunfermline Rugby Club

Founded in 1893, Dunfermline Rugby Club has a proud history at the heart of the local community. Based at McKane Park, the club provides playing opportunities for all ages and abilities, running 16 teams across mini (boys and girls), youth (boys and girls), senior men's, and women's rugby. This structure ensures a clear pathway for player development, from first experiences of the game through to competitive senior rugby.

Off the field, the club is committed to its values of teamwork, respect, enjoyment, discipline, and sportsmanship. Recent successes include the continued growth of our junior section, with record numbers of young players, alongside recognition for our inclusive approach and strong community engagement.

Our mission is to advance rugby participation in Dunfermline and beyond, improving health and wellbeing while fostering life skills such as resilience, leadership, and friendship. As a family-focused and forward-thinking club, we are proud of our heritage and ambitious about.

Principal Responsibilities

- Implementation on of Dunfermline RFC club development plan in conjunction with the Club Committee and Scottish Rugby, seeing out agreed objectives and KPI's.
- Provide visible support and leadership throughout all playing levels at Dunfermline RFC.
- Support the delivery of rugby within local high schools including both curricular and extra circular sessions and participation on in midweek state school activities.
- Support Active Schools with the facilitation and delivery of primary schools' programmes.



- Manage player transition programmes from local schools to club rugby participation.
- Manage player retention programme within the club to maintain full youth pathways.
- Develop a coach mentoring programme for Dunfermline RFC and local high schools to recruit and develop new coaches from within the community.
- Provide succession planning to ensure qualified coaches are appointed to all teams and receive the appropriate training required through coach development programmes.
- Support Dunfermline RFC youth teams to participate in regional play programmes.
- Oversee long-term player development programmes throughout the club and local high schools, appropriate to age and stage.
- Support club to facilitate and deliver community activities (Holiday Camps, Come & Try).
- Work with Dunfermline RFC committee to seek and apply for funding and sponsorship opportunities to support the development and sustainability of rugby programmes.
- Create and submit monthly reports to both club and Scottish Rugby.
- Liaise with Scottish Rugby to ensure continued professional development (CPD) and adherence to Scottish Rugby initiatives as a member of the Development Officer Network.
- Develop and maintain good working relationships with all partners and stakeholders.
- Promote Dunfermline RFC across communities via effective social media messaging.

Knowledge and Skills Requirements

- A proactive self-starter with a flexible approach to work. Regular weekend work will be required.
- Strong interpersonal and communication skills including the ability to effectively liaise with players, coaches, administrators, volunteers and other stakeholders.
- Strong organisational and planning skills.
- Previous coaching or sports development experience.



- Appropriate rugby coaching qualifications.
- Satisfactory PVG check essential.
- PC literate including Excel, Word and email.
- A driving license.

How to Apply Please send your CV with a covering letter of no more than 500 words outlining your suitability for the role to gregrobertson206@gmail.com

Closing date for applications: 26/06/2026

Further Details To discuss the role further please don't hesitate to contact Mark Dobson (Scottish Rugby Caledonia Midlands Regional Manager) dobson.mark@sru.org.uk or on 07773 625321