



Duns Rugby Football Club

(Est 1878)

Castle Park ~ Langtongate ~ Duns ~ Berwickshire ~ TD11 3QQ
www.pitchero.com/clubs/duns/

Duns RFC Youth Rugby Development Officer

Location: Berwickshire

Working Hours: Full Time

Salary: Competitive and dependent on experience

Closing Date: Friday 3rd July 2026

Interview Date: Tuesday 7th July 2026

Start Date: August 2026 for the 2026/27 Season

About Duns RFC

Duns Rugby Football Club has been at the heart of the community since 1878 and continues to grow both on and off the field. Based at Castle Park in Duns, the club has excellent facilities including main and training pitches with floodlights, a thriving minis section, growing youth teams, and an expanding girls' and women's pathway.

Duns RFC has strong relationships with local primary and secondary schools and works closely with Scottish Rugby and community partners to increase participation and development opportunities across the Berwickshire area.

In partnership with Scottish Rugby, Duns RFC is seeking a self-motivated, enthusiastic and community-focused individual to take on the role of Youth Rugby Development Officer. The successful candidate will play a key role in maintaining and developing rugby participation across Berwickshire, working closely with schools, volunteers, coaches, local authorities and Scottish Rugby.

Key Objectives of the Role

- Drive increased participation at all youth levels for boys and girls
- Support and develop long-term player pathways from minis through to youth and senior rugby
- Strengthen relationships with local primary and secondary schools
- Increase opportunities for girls' and women's rugby participation and progression
- Promote rugby within the wider community and encourage lifelong involvement in the sport
- Support the development and retention of coaches, volunteers and referees within the club

Key Responsibilities

- Plan and deliver rugby programmes including coaching sessions, festivals, matches and holiday activities
- Coordinate rugby delivery within local primary schools and partner secondary schools
- Work collaboratively with volunteers, teachers, coaches, Scottish Rugby and community partners
- Support coach education, mentoring and volunteer development programmes
- Manage and coordinate available coaching and rugby development resources
- Work closely with Scottish Rugby regional staff and other key stakeholders
- Provide regular updates and reports to the club committee and line manager
- Help create positive rugby experiences and a welcoming club culture for all players and families
- Support the continued development of a sustainable and inclusive rugby environment at Duns RFC
- Assist with recruitment and retention initiatives across all youth sections

Key Skills and Knowledge

The successful candidate must hold as a minimum, Scottish Rugby Coaching Essentials and ideally working towards or hold a UKCC level 2/Scottish Rugby Coaching Qualification or equivalent.

Applicants should demonstrate:

- Previous coaching or youth development experience
- Strong communication, leadership and organisational skills
- Ability to work proactively with players, parents, schools, coaches and volunteers
- Passion for community sport and youth development
- An understanding of player welfare, safeguarding and best practice in youth sport
- Good time management and the ability to work independently and as part of a team

A full driving licence is essential

Successful applicant will be required to complete PVG checks and relevant safeguarding training

To Apply

Applications should be submitted with CV and covering letter outlining why your skills, experience and qualifications make you suitable for the role.

Email: dunsrfc1878@hotmail.com or

Post: Nikki Anderson

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Castle Park,
Duns,
Berwickshire,
TD11 3QQ