



Livingston RFC

Rugby Development Officer

Job Title:	Livingston RFC Rugby Development Officer (part time)
Location:	Livingston RFC, Almond Park, Livingston, EH54 5NP
Working Hours:	25 hrs per week (flexibility required). Opportunities to run additional initiatives to extend hours.
Salary:	£17,619 per annum.
Post Status:	12-month fixed term (further extension likely but subject to funding)
To Apply:	Application is by CV with a covering letter (no more than 500 words) outlining why your unique set of skills, experience and qualifications make you an ideal candidate for this role to: Lyn Turner, President LRFC, presidentlivingstonrfc@gmail.com
Closing date:	Friday 11 th September

Livingston Rugby Football Club is a thriving, ambitious and forward-thinking community club at the heart of West Lothian, ideally located between Edinburgh and Glasgow. An opportunity to grow and improve a vibrant mini and youth section, established men's and women's squads, and a proud history of developing players, the club is entering an exciting new phase focused on participation, performance and long-term sustainability.

As the club continues to grow, so does the opportunity to inspire the next generation of players. Working in partnership with Scottish Rugby, who part-fund this role - you will play a central part in delivering our rugby development strategy and shaping the future of rugby across the region.

This is more than a coaching role, it is an opportunity to build programmes, strengthen pathways, develop coaches, and leave a legacy within one of Scotland's fastest-growing rugby communities.

Job Purpose

The Rugby Development Officer will deliver and support initiatives that increase participation, improve player retention, strengthen school and community partnerships, and contribute to the sustainable growth of Livingston Rugby Club. The role will work within the Club's wider development priorities and in close partnership with the Community Engagement Coordinator to deliver agreed rugby development activity.

The role will work closely with club volunteers, coaches, schools, Scottish Rugby, Active Schools, local authorities and community organisations to create opportunities for people of all ages and backgrounds to engage with rugby.

Key Objectives

- Grow rugby participation across the youth section (U8–U18), including boys and girls.
- Strengthen recruitment and retention pathways from mini rugby through to senior rugby.
- Build strong partnerships with local primary and secondary schools to deliver curricular and extracurricular rugby programmes.
- Support coach and team manager recruitment, development and retention.
- Deliver Livingston RFC's forward plan and Scottish Rugby's strategic objectives.

Main Duties and Responsibilities

Rugby Development

- Support the implementation of the Club's rugby development plan, working with the Community Engagement Coordinator and wider club development team to deliver agreed priorities.
- Deliver coaching sessions, taster programmes and development initiatives.
- Support player transition between age-grade sections.
- To support and develop the volunteer coaching workforce.
- Assist and manage the club's coach academy and deliver coach development sessions.

Schools, College & Community Engagement

- Establish and maintain partnerships with local schools.
- Deliver curriculum support, extracurricular clubs and holiday programmes.
- Develop links with colleges, Active Schools and community groups.
- Organise recruitment campaigns and introductory rugby opportunities.
- Support the club's communication and social media strategy.

Events & Programmes

- Plan and deliver rugby camps, festivals, tournaments and seasonal programmes.



- Assist with open days, recruitment events and community engagement activities.
- Support club participation in local and national rugby initiatives.

Administration & Reporting

- Maintain accurate participation records, SCRUMS data and compliance documentation.
- Prepare reports for the club committee and funding partners.
- Monitor equipment needs across youth teams.
- Provide regular youth updates for social media and club communications.
- Manage player recruitment tracking.
- Reporting and highlighting any areas of concern

Person Specification

Essential

- Experience in sports development, coaching, education and/or community engagement.
- Relevant rugby coaching qualification through Scottish Rugby/or equivalent. (or willingness to work towards qualification).
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively.
- Strong organisational and administrative abilities.
- Commitment to equality, inclusion and safeguarding.
- Flexible approach to evening and weekend work.
- Competent IT skills (Word, Outlook, Excel, Power Point).
- Full UK driving licence.
- Satisfactory PVG check.

Desirable

- Experience delivering youth sports programmes.
- Experience working with volunteers and community partners.
- Experience supporting coach development.

Key Performance Indicators

- Growth in player registrations and membership.
- Increased participation in school and community programmes.
- Improved player retention across all age groups.
- Growth in volunteer numbers and coach development.
- Successful delivery of development projects and events.

- Strengthened partnerships with schools and community organisations.

Working Conditions

- Based at Livingston Rugby Club with regular travel throughout West Lothian.
- Evening and weekend work required.
- Access to own transport essential.

Reporting Structure

Reports to: Club President, Vice President of Rugby, Vice President of Youth

Works closely with: Community Engagement Coordinator, Coaches, Team Managers, Volunteers, Scottish Rugby Development Staff, Schools & Community Partners.

Role relationship: The Rugby Development Officer will work closely with the Community Engagement Coordinator to deliver the Club's wider development priorities. The Community Engagement Coordinator will provide strategic coordination and direction across community and rugby development activity, with the Rugby Development Officer responsible for supporting and delivering agreed priorities within their area of responsibility.

Why Join Livingston RFC?

This is an opportunity to become part of a club with genuine ambition. You'll have the freedom to shape programmes, introduce new ideas and leave a legacy within a growing rugby community. You will work alongside passionate volunteers, committed coaches and supportive partners, all focused on one shared vision:

For more information, please contact Alastair.Chalmers@sru.org.uk or to apply please email a cover letter and CV to Lyn Turner, President Livingston Rugby Football Club, presidentlivingstonrfc@gmail.com

Closing Date – Friday 11th September