Beyond The Tryline: Community Engagement Co-Ordinator

Job Information Pack

Job Title	Livingston Rugby Club Community Engagement Coordinator
Location	Livingston RFC, Almond Park, Livingston, EH54 5NP
Employer	Livingston Rugby Club
Funding partners	Livingston Rugby Club and Scottish Rugby
Working Hours	35hrs per week flexible
Salary	£24,667 – 27,000 (Depending on experience)
Post Status	12 Months Fixed Term (further extension likely depending on performance)
Application closing date	Monday 30th November
Interview date(s)	Week of 7th December
Application procedure	Please submit a covering letter and C.V. to Lyn Turner, President, Livingston Rugby Club, presidentlivingstonrfc@gmail.com documenting your skills and experiences and how these would make you the ideal candidate for the role.
Interview to include	Presentation followed by questions from interview panel at Livingston Rugby Club
If you have any queries regarding this vacancy, please contact	Gavin Emerson, State School Rugby Officer, East at gavin.emerson@sru.org.uk Mobile: 07970280145

Job Outline:

Livingston Rugby Club, in partnership with Scottish Rugby and local partners, are seeking to appoint an enthusiastic and motivated **Community Engagement Coordinator** to lead the delivery of the Beyond the Tryline programme across Primary and High School in West Lothian and the wider Livingston Rugby Club community.

Using rugby as a vehicle for engagement, the successful candidate will support young people aged 10-18 to develop confidence, wellbeing, leadership skills and positive connections within their community, whilst creating sustainable pathways into rugby participation, volunteering, qualifications and positive destinations.

The Community Engagement Coordinator will work alongside the Club's Part-Time Development Officer, providing a higher level of coordination, leadership and strategic direction across community and rugby development activity. The postholder will work collaboratively with the Development Officer to ensure activity is aligned with the Club's wider development priorities and agreed outcomes.

The postholder will work closely with schools, club volunteers, Active Schools, local authorities and community organisations to strengthen school-club-community relationships and increase sustained participation in rugby.

Job Purpose:

The Community Engagement Coordinator will lead the local delivery of Scottish Rugby's Beyond the Tryline (BTT) programme, working across schools, rugby clubs and community partnerships to create positive opportunities for young people aged 10–18.

Using rugby as a vehicle for engagement, the postholder will support young people to build confidence, resilience, leadership skills and positive connections within their communities. The role will create clear pathways into sustained participation, volunteering, qualifications, further learning, employment and wider community involvement.

Working collaboratively with schools, local college, local authority, active schools, community organisations and rugby clubs, the Community Engagement Coordinator will strengthen school-club-community relationships and support the development of the host club as a community hub.

The Community Engagement Coordinator will be responsible for delivering against the key outcomes of the Beyond the Tryline programme:

1. Increase sustained participation and schools-to-club transition.
2. Improve young people's confidence, wellbeing, engagement and behaviour.
3. Develop young leaders, volunteers, coaches and match officials.
4. Support recognised qualifications and positive progression opportunities.
5. Strengthen Livingston Rugby Club's role as a community hub.

Key Contacts for this post will be:

- Local Physical Education Departments & Faculty Staff
- Club Contacts
- Scottish Rugby representatives
- Active School networks
- Community Police Officers
- Local community groups
- Community Learning & Development teams
- Third Sector organisations
- Employability and education partners
- Youth services
- Community Sports Hub representatives

Key Responsibilities

Community Engagement & Youth Development

- Use rugby as a vehicle to engage young people who may face barriers to participation.
- Deliver mentoring, personal development and leadership opportunities.
- Support young people to build confidence, resilience and a sense of belonging.
- Work collaboratively with schools and partners to remove barriers to participation.
- Support delivery of community-based projects and engagement activity.
- Attend community meetings as appropriate to development community engagement.

Rugby Development & Participation

- Deliver high-quality rugby programmes across curriculum, extra-curricular and community settings.
- Increase participation opportunities for boys and girls aged 10-18.
- Develop and deliver local school rugby development plans.
- Coordinate fixtures, festivals, holiday camps and transition events.
- Increase school-to-club transition and retention rates.
- Support growth of girls' and boys' rugby pathways.
- Support players to access appropriate participation, development and performance pathways within Scottish Rugby.
- Support the recruitment, development and retention of coaches, volunteers and match officials across the school and club network.
- Support teachers, school staff and volunteers to develop the confidence and skills required to deliver rugby and support participation opportunities.

Leadership, Volunteering & Qualifications

- Develop young leaders, volunteers, coaches and referees.
- Coordinate recognised qualifications and wider achievement opportunities.
- Create opportunities for young people to gain volunteering experience.
- Support coaching and refereeing pathways within schools and clubs.

Partnerships & Community Development

- Develop strong partnerships with schools, Active Schools, local authorities and community organisations.
- Strengthen links between Livingston Rugby Club and local communities.
- Support the club's development as a community hub.
- Promote rugby and positive community opportunities throughout West Lothian.
- Support the development and implementation of club development plans, transition plans and wider participation strategies.

Reporting and Accountability

- The Community Engagement Coordinator will report to Livingston Rugby Club's President, Vice President Rugby & Vice President Youth, with operational support provided by Scottish Rugby.
- The postholder will work closely with Livingston Rugby Club, Scottish Rugby, Active Schools and local partner organisations to deliver agreed annual objectives and programme outcomes.
- The Community Engagement Coordinator will provide day-to-day coordination and direction for community development activity and will work closely with the Club's Part-Time Development Officer, who will support delivery of agreed activities and priorities.

Monitoring, Evaluation & Reporting

- Maintain accurate records through SCRUMS and Scottish Rugby systems.
- Produce monthly and quarterly reports against agreed KPIs.
- Gather participant feedback, case studies and impact evidence.
- Monitor progress against BTT outcomes and local programme targets.
- Provide regular reports to Livingston Rugby Club Management Committee

Person Specification

Relevant Skills / Aptitudes

Essential

- Working knowledge of school and club rugby structures.
- Experience supporting the development of coaches, volunteers or match officials.
- Ability to work creatively, both independently as well as part of a wider team
- Strong planning skills, well organised and able to prioritise workload to meet deadlines.
- Able to understand and interpret stakeholder needs.
- Ability to lead and influence others.
- Highly motivated and self-driven
- Excellent communication and interpersonal skills
- Computer literate; including Office products, Outlook, Word Excel, and PowerPoint
- Strong Presentation Skills
- Ability to work flexible hours with evening and weekend periods.

Desirable

- Experience delivering School of Rugby, CashBack or community sport programmes.
- Understanding of youth work or community learning and development principles.
- Experience supporting young leaders and volunteers.
- Experience delivering recognised qualifications or wider achievement awards.
- Knowledge of Scottish Rugby structures and pathways.
- Match Officials and/or coach educator experience.

Qualifications

Essential

- Relevant qualification in Sports Development, Community Development, Education, Youth Work, Coaching or equivalent experience.
- Current Scottish Rugby coaching qualification (or willingness to obtain).
- Valid UK driving licence.

Desirable

- Youth Work qualification.
- Teaching qualification.
- Refereeing qualification.
- First Aid qualification.
- Mental Health or wellbeing-related training.

Knowledge and Experience

Essential

- Experience delivering rugby development programmes within schools, clubs or community settings.
- Experience working with young people and supporting positive outcomes through sport.
- Experience building effective partnerships with schools, clubs or community organisations.
- Experience coordinating projects involving multiple stakeholders.
- Experience using sport to engage young people who face barriers to participation.
- Experience monitoring, recording and reporting participation data and programme outcomes.
- Knowledge of working with hard-to-reach groups using sport
- Proven ability to seek out new opportunities to increase and sustain participation.
- Experience of working on rugby developments project involving several stakeholders and partners
- Ability to work strategically with partners to deliver positive project outcomes.
- Ability to use social media channels to promote and generate interest and understanding.

Success Measures

The postholder will contribute towards:

- Increased youth rugby participation.
- Increased school-to-club transition rates.
- Growth in volunteer, coach and match official numbers.
- Increased qualifications and wider achievement awards.
- Improved participant confidence, wellbeing and engagement.
- Stronger partnerships between schools, clubs and communities.
- Sustainable growth of Livingston Rugby Club as a community hub.