

# Orkney Rugby Football Club

## Rugby Development Officer



Salary £21,000 - £22,000 per annum

Based in Kirkwall, Orkney



Orkney RFC is looking for a dynamic and committed **Rugby Development Officer** to work with us to drive the aims of **Orkney RFC** forward in-line with the club's rugby development plan and **Scottish Rugby's** vision. The club aspires to deliver a high quality rugby development programme that creates a positive, supportive environment for its players, coaches and volunteers.

You will have a relevant academic qualification and a full and valid UK driving license. You must demonstrate excellent communication skills and the ability to work pro-actively with parents, players, club coaches and club officials.

Working on behalf of the club and its partners, you will develop the existing thriving development structure within **Orkney RFC** and ensure that the club remains vibrant and is at the center of sustainable rugby development in the surrounding community.

You will report to the Club Management Group which consists of representatives from **Orkney RFC**, **Orkney Islands Council** and **Scottish Rugby**.

### Key Accountabilities

- Increase playing participation at Orkney RFC and local schools across all age groups
- Support the implementation of a club development plan
- Plan and implement a development action plan in-line with Orkney RFC and Scottish Rugby targets
- Work in partnership with local secondary education Heads of Rugby to provide rugby provisions for secondary age pupils
- Oversee the management and deployment of the Community Rugby Project
- Manage and deliver the Youth Coaching Development Pathway to identified secondary age pupils
- Work in partnership with a range of agencies to raise the profile of rugby in the local community
- Deliver high quality coaching sessions to the club, associated cluster schools and community groups
- Support club coaches through the Orkney RFC Coach Development Pathway and facilitate opportunities for their development with Scottish Rugby
- Assist with recruitment, retention and development of all club volunteers
- Support the development of the club's players through individual performance programmes
- Manage effectively all budgeting associated with the Rugby Development Officer & Community Rugby Project

**Closing Date: Friday 16th Sept for applications, it is anticipated that interviews will be conducted during the week beginning 26/09/16**

**Application should be made by CV and Covering Letter (no more than 500 words), outlining why you feel you are suitable for the position in-line with the person specification and should be submitted to Graham Lindsay, Youth & Schools Development Manager—Caledonia at the following email address – [graham.lindsay@sru.org.uk](mailto:graham.lindsay@sru.org.uk)**

**To discuss this opportunity further please contact Orkney RFC Chairman, Neil McCartney on 07734543209 or Scottish Rugby's Youth & Schools Development Manager—Caledonia, Graham Lindsay on 07764178920.**



## Orkney Rugby Football Club

### Rugby Development Officer

#### Person Specification

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Full valid UK driving licence</li> <li>• Access to own vehicle</li> <li>• UKCC Level 2 coaching qualification or equivalent</li> <li>• Sports development related degree/ qualification or relevant experience</li> <li>• Valid first aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• UKCC Coach Educator</li> <li>• Level 3 UKCC coaching qualification or equivalent</li> <li>• World Rugby Strength &amp; Conditioning Level 1 or equivalent</li> <li>• Level 1 Refereeing qualification</li> </ul>
<b>Experience &amp; Knowledge</b> <i>(In an employed or voluntary capacity)</i>	<ul style="list-style-type: none"> <li>• Coaching rugby across a wide variety of age bands and groups</li> <li>• Experience of working effectively with partners and stakeholders</li> <li>• Experience and knowledge of working with and coordinating volunteers</li> <li>• Knowledge and understanding of development issues effecting rugby clubs</li> <li>• Knowledge and understanding of sports development pathways (LTPD / LTAD)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a sports development environment</li> <li>• Knowledge of national sporting/ physical activity initiatives &amp; strategies</li> <li>• Knowledge and understanding of rugby development pathways</li> <li>• Knowledge and understanding of child protection issues and policy</li> </ul>
<b>Competencies Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong IT skills and experience</li> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational skills</li> <li>• Well-developed communication skills</li> <li>• Ability to prioritise competing deadlines and projects</li> <li>• Ability to work well under own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to demonstrate proven leadership skills</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours (including weekends)</li> <li>• Satisfactory Disclosure Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and securing funding</li> </ul>



## Orkney Rugby Football Club Rugby Development Officer

### **Job Definition**

Grade:	£21000 - £22000 per annum
Job Title:	Rugby Development Officer
Location:	Kirkwall, Orkney

### **Organisational Relationship**

Responsible for the development, delivery and monitoring of the **Orkney RFC Rugby Development Strategy and Action Plan**.

The overall project will be directed strategically through the **Orkney RFC Rugby Development Group** (made up of representatives from **Orkney RFC, Orkney Islands Council** and **Scottish Rugby**).

The **Rugby Development Officer** will be directly responsible for a number of programmes within the **Development Action Plan** alongside working closely with all club coaches and volunteers.

### **Job Purpose**

To maintain and develop the current thriving rugby development structure within the Orkney Islands, which will ensure that Orkney RFC are at the centre of sustainable community development within the county.

### **Objectives**

- To expand the grassroots player base, developing teams at all age-grades.
- Create and help sustain a strong club environment.
- Improve the quality of rugby coaching through effective self-run and Scottish Rugby led Coach Education.
- Create pathways to rugby excellence, working within the Scottish Rugby's Regional and National Development framework.
- Support Orkney RFC's Rugby Development Strategy and produce an Annual Action Plan - co-ordinating and integrating a sports specific programme of activities to increase participation and performance. With specific emphasis on the development of partnerships with the Local Authority, rugby club, schools, coaches and other relevant agencies.
- To be directly responsible for all associated club staff and volunteers.
- To create links between the rugby club, schools and local communities establishing clear pathways for talented players to progress to performance and national level.
- To manage sports events, festivals and holiday sport programmes.

**Objectives cont'd.**

- To support and deliver Scottish Rugby's Coach Education programme.
- To liaise with other service sections, in particular the Orkney Islands Council to develop a co-ordinated approach to rugby development at a local area level.
- To prepare reports, programmes, press releases and position statements on Rugby Development in conjunction with Orkney RFC, Orkney Islands Council and Scottish Rugby.
- To assist in the preparation and monitoring of budgets and help seek external sources of funding.
- To co-ordinate and expand rugby opportunities in the area in partnership with Orkney RFC, Orkney Islands Council and Scottish Rugby.
- To liaise with all facility managers/contractors and other key Council Officers to ensure all opportunities and potential areas for Rugby Development are realised.

**Aims**

- Develop and improve playing and coaching standards at Orkney RFC and associated schools.
- Increase participation and retention at all Youth levels.
- Promote the game of rugby and ensure that it is socially inclusive.
- Raise public awareness of the game and strengthen the role of Orkney RFC in the local and national community.

**Key Responsibilities**

- To prepare and deliver a Rugby Development Action Plan for the Orkney Islands that reflects Scottish Rugby's Strategy and meets the needs of Orkney RFC.
- Link with Active School co-ordinators and Sports Development staff to deliver a co-ordinated Rugby Development Action Plan.
- Strengthen existing links between Orkney RFC and all local schools.
- Promote, organise and deliver locally relevant coach education courses and development programmes within schools and communities.
- Organise, promote and deliver a programme of school visits, festivals and in-service training.
- Organise and aid the delivery of participation opportunities and improved playing standards of pupils and children within the community and partner clubs.
- To support Scottish Rugby's Player Development programmes and ensure that appropriate structures are in place to identify and deliver the local objectives.
- Ensure that the profile of rugby in the Orkney Islands continues to develop positively.
- To be directly responsible for the day to day operation of the Rugby Development Action Plan, including all coaching.
- To monitor and advise on budgets and funding associated with the role.
- To produce, implement and review risk management for the Rugby Development Action Plan.

### ***Specific Tasks***

- In conjunction with Orkney RFC and Orkney Islands Council promote and deliver an agreed programme of school visits, festivals and coach education courses.
- Organise and deliver appropriate Scottish Rugby Coaching Courses in conjunction with Orkney RFC.

### ***Demands***

- Ensure the efficient and safe delivery of all Rugby Development Action Plan programmes.
- Use of strong interpersonal and negotiating skills when dealing with all members of Orkney RFC, Orkney Islands Council, external agencies and members of the public.
- To prepare reports/briefing papers for presentation and to attend meetings at evenings and weekends
- To be able to work unsupervised and show consistent initiative.

### ***Communications and Contacts***

- Regular contact with Schools & Youth Development Manager, BT Regional Academy Manager, Coach Development Officer, Referee Development Manager, Girls and Women's Development Officer, Regional Rugby Development Officers, Sports Development & Active Schools staff, along with various other Council Services staff; providing information both written & verbally.
- Regular contact with various members of Orkney RFC, associated sponsors and stakeholders, other rugby clubs and organisations; as well as members of the public for the delivery of Rugby Development Action Plan programmes.
- Identify and develop talented young individuals in the delivery of sport programmes.
- Regular contact with Scottish Rugby and external funding agencies such as Sport Scotland.

### ***Environment***

- Required to work under pressure and to tight timescales.
- Required to develop and manage the Rugby Development Action Plan programmes.
- Be able to represent Orkney RFC as and when required; outside of normal working hours.
- Be able to think logically and progress projects to completion.