

## **Player Retention Officer:**

### **Role:**

The Player Retention Officer is responsible for:

- Recruiting new players at all age groups/levels.
- Retaining Current Players at all age groups/levels.

Please Note: This is an unpaid, Voluntary Position.

### **Responsibilities shall include:**

- Liaising with all team members, coaches and officials (and parents where applicable), to ensure the players are correctly guided through their career.
- Acting as liaison officer between the Club and players thinking of leaving the club.
- Ensuring all welfare and safety requirements for all players are met.
- Working with local Schools, Colleges, and Universities to attract new players to the club.
- Liaising with the Social Committee to arrange events to attract/retain players.
- Distributing to players and coaches all required information and updates

### **Reporting to:**

Player Retention Officer is responsible to the Director of Rugby.

## **Knowledge, Skills, Experience and Requirements**

### Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Good ability to balance a determined and persistent approach with a sense of fun and enjoyment
- Flexibility, committed and able to use weekend and evening hours to meet the needs of the club, local schools, colleges and universities.
- Good empathy with all age groups, especially 14 to 25+ year olds.
- Sound knowledge of the selection procedures and rules/regulations of the competition
- DBS/CRB Clearance

### Desirable

- Previous management of a Club team
- Current First Aid certificate

### **Estimated Time Commitment Required**

The estimated time commitment required as the Player Retention Officer is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours at pre-season.

The Player Retention Officer is appointed for a period of 12 months by the Club Committee.