# Falkirk High School / Falkirk Rugby Club Development Officer

## Job Information Pack

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<th>Job Title:</th>
<th>Falkirk High School &amp; Falkirk RFC Rugby Development Officer</th>
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<tr>
<td>Employer:</td>
<td>Falkirk Rugby Club</td>
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<tr>
<td>Location:</td>
<td>Falkirk High School / Falkirk Rugby Club</td>
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<tr>
<td>Working Hours:</td>
<td>37 hrs per week (flexibility required)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£25,000</td>
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<td>Post Status:</td>
<td>Fixed Term for 3 years</td>
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**To Apply:**
Submit a Covering letter and C.V to confirming your interest and relevant experience to Stewart Ross, Youth & Schools Projects & Partnership Officer, Caledonia Midlands, [Stewart.Ross@sru.org.uk](mailto:Stewart.Ross@sru.org.uk)

Closing date Monday 15th June, 12:00 noon.

**Interview date(s):**
W/b 29th June, (interviews will take place on Zoom platform)

**Interview to include:**
Presentation(s), followed by Questions

**If you have any queries regarding this vacancy, please contact:**
Stewart Ross on 07764178920
Background:

Falkirk Rugby Club have a thriving mini section and collaborate with other Falkirk Council based rugby clubs to deliver a strong mid/youth section known as ‘Kelpies Rugby’ which provides playing opportunities for boys and girls from S1 to U18 level. As part of the development officers club commitments they deliver a comprehensive coach/referee education programme as well as coordinating a substantial holiday programme calendar.

Falkirk Rugby Club and Falkirk High School in partnership with Scottish Rugby have been delivering a very successful Cash Back School of Rugby programme for pupils at Falkirk High School for the last three years. This programme is due to enter a new three-year period and we are looking to employ a development officer who can join the School of Rugby delivery team and drive forward both our junior and senior phase programmes.

Currently we deliver boys and girls School of Rugby curricular programmes while also running an extensive extra-curricular programme including regular inter-school games. The programme is partly funded by Cash Back for Communities and therefore our targets are to develop young people throughout all catchments of the Falkirk High cluster with a focus being on those from areas of higher SIMD levels.

Job Purpose:

The post-holder is expected to uphold and actively promote the ethos of Scottish Rugby, Falkirk High School, Falkirk Rugby Club and Cash Back for Communities. We are looking for a highly motivated and enthusiastic individual who through their actions will present as a positive role model within Falkirk High School and the Falkirk Rugby Club community.

The post-holder will provide opportunities for all to participate in the game of rugby union with a focus on hard to reach and/or disengaged groups within both the primary and secondary sector.

The successful candidate will report to the Falkirk Schools Rugby Development Group consisting of Kenny Grieve (Falkirk Rugby Club), Neil Davies (Falkirk High School), Sara Gray (Falkirk High School) and Stewart Ross (Scottish Rugby). They will also produce regular reports in partnership with school staff to evidence key targets being met. Reporting will consist of both quantitative and qualitative information.

Key Contacts for this post will be:

- Falkirk High SMT/ Physical Education Department
- Scottish Rugby contacts
- Falkirk Rugby Club Representatives
- Active School Coordinators (Primary & Secondary)
- Community Police Officers
- Local community group deliverers
Key Accountabilities:

Increase playing participation in Falkirk High at all age groups

Support high quality delivery of School of Rugby sessions to both junior and senior phase

Deliver Wider Achievement Programmes including Strength & Conditioning Delivery

Deliver extra-curricular sessions with a strong focus on the Scottish Rugby Blueprint

Work in partnership with other stakeholders to raise the profile of rugby in the local area particularly in areas of high SIMD levels

Coordinate and deliver Community Rugby events working closely with diversionary groups and community police officers

Create, implement and deliver rugby initiatives in selected primary schools with a focus on P6/7 curricular and extra-curricular sessions

Coordinate an education programme for junior and senior phase pupils

Report extensively on the School of Rugby and Community Rugby events

Coordinate and deliver Falkirk Rugby Club holiday programme during school holidays

Assist Falkirk Rugby Club Director of Rugby deliver mini and youth festivals

Deliver a comprehensive coach & referee education programme to all Falkirk Rugby Club and Kelpies Rugby coaches.
Person Specification

Relevant Skills / Aptitudes

Essential

- 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
- Ability to work and inspire hard to reach groups
- 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
- Confident practical Presentation Skills

Knowledge and Experience

Essential

- Good understanding, experience and delivery of rugby participation and rugby development programmes within schools
- Knowledge of working with hard to reach groups using sport as a catalyst for change
- Proven ability to seek out new opportunities to increase and sustain participation
- Ability to work strategically with partners to deliver positive project outcomes
- Ability to use social media channels to promote and generate interest and understanding

Desirable

- Experience of working on development projects involving several stakeholders and partners
- Experience of engaging with young people through education workshops
- Previous experience working with community groups to deliver community events which engage hard to reach groups

Other Requirements

Essential

- Relevant Undergraduate degree or equivalent
- UKCC Level 2 in Rugby Union or equivalent
- Ability to work flexible hours with evening and weekend periods
- Valid UK Driving licence

Desirable

- Experience working in school or sport development team
- Scottish Rugby Coach Educator/Trainer
- Mini-bus licence