



## **MORAY RFC**

### ***Development Officer***

Moray RFC is a community rugby club in North East Scotland, situated in the town of Elgin the south coast of the Moray Firth roughly midway between Inverness and Aberdeen and straddles the River Lossie. Moray RFC seek to appoint a Full Time Rugby Development Officer (DO) to help drive the growth of youth and junior rugby in both the boys and girls' game at the Club. The DO shall have primary responsibility for the development and delivery of a rugby programme embedded into local Secondary Schools and associated targeted cluster Primary Schools for each. The position is key to helping the Club meet its strategic goals around youth and junior rugby, long term player development, and community sustainability. In partnership Gordonstoun School, the Rugby Development Officer shall also the support the development of rugby at the School and will be required to take responsibility for Coaching one of the School's youth age-grades.

**Package:** Circa £21,000 including Pension and Mileage contributions, Mobile Phone, IT and Kit allowance.

**Closing date:** 16<sup>th</sup> October 2020

#### **Key Responsibilities:**

- Increase boys and girls playing participation at Moray Rugby Club and local schools across specific age groups.
- Support the development and implementation of the Club Development Plan.
- Work in partnership with a range of agencies to raise the profile of rugby in the local community with specific focus on developing strong ties with the Community Sports Hub.
- Deliver high quality coaching sessions to club and associated cluster schools and community groups, through effective Coach Education.
- Support the Club in establishing a dedicated Women & Girls (W&G) structure (W&G Lead, Coaches and Admin / Manager) and increasing participation and playing numbers in the girls' rugby programme for U12, U14, U16 and U18 players.
- Organise and facilitate opportunities for developing club coaches, working with SRU's local Coach Development Officer and Regional SRU Coach Trainers and Educators.
- To work directly with vulnerable young people, identified through partnership working with local agencies; Provide these young people support, diversionary activities and opportunities for personal development and coaching.
- To assist with the co-ordination and then manage and deliver to sports events, festivals and holiday sports programmes.
- To create links between the club, schools and local communities establishing clear pathways for talented players to progress to performance and National level.
- To support the Regional Workforce Development Plan by training to become acquainted with Scottish Rugby's Training and Education pathway, in order to support and deliver various rugby specific workshops, "Coaching Essentials" courses and "Aspiring Coaches" courses within local rugby community.

**Please find attached for your reference the following documents:**

1. Moray RFC DO Job Description
2. Moray RFC DO KPI's

**For more information or to apply please email a cover letter and CV to Fraser Andrews, President, Moray Rugby Club, [president@morayrfc.co.uk](mailto:president@morayrfc.co.uk)**

**Closing date: 16<sup>th</sup> October 2020**



## **Moray Rugby Club**

### **Club Development Officer**

#### **Job Profile**

<b>Job Title:</b>	Club Development Officer (CDO)
<b>Reports To:</b>	Management Steering Group
<b>Hours of Work:</b>	35 hrs/week (or hours required to perform the job) to be worked on a flexible basis as agreed with the Steering Group
<b>Package:</b>	Circa £21,000 including Pension and Mileage contributions, Mobile Phone, IT and Kit allowance.

#### **Purpose of Job:**

To create a thriving structure within the Moray Rugby Club catchment area through delivery of targeted youth, schools and community programmes promoting and growing both the youth male and female game at the Club and key identified Secondary Schools along with their associated Primary cluster Schools. This will ensure that a vibrant rugby environment is on offer to all interested parties and at the centre of sustainable rugby development in the community. To give young people the abilities and opportunities to develop their skills, lead a healthy lifestyle and grow personal competences in teamwork and leadership.

#### **Key Contacts**

- Management Steering Group
- Gordonstoun School Director of Rugby
- SRU Regional Manager
- Youth & Junior Head Coaches
- Active Schools' coordinators
- Any applicable 3<sup>rd</sup> sector Community Leaders

#### **Key Accountabilities**

- Increase boys and girls playing participation at Moray Rugby Club and local schools across specific age groups.
- Support the development and implementation of the Club Development Plan.
- Work in partnership with a range of agencies to raise the profile of rugby in the local community with specific focus on developing strong ties with the Community Sports Hub.
- Deliver high quality coaching sessions to club and associated cluster schools and community groups, through effective Coach Education.
- Support the Club in establishing a dedicated Women & Girls (W&G) structure (W&G Lead, Coaches and Admin / Manager) and increasing participation and playing numbers in the girls' rugby programme for U12, U14, U16 and U18 players.
- Organise and facilitate opportunities for developing club coaches, working with SRU's local Coach Development Officer and Regional SRU Coach Trainers and Educators.
- To work directly with vulnerable young people, identified through partnership working with local agencies; Provide these young people support, diversionary activities and opportunities for personal development and coaching.

- To assist with the co-ordination and then manage and deliver to sports events, festivals and holiday sports programmes.
- To create links between the club, schools and local communities establishing clear pathways for talented players to progress to performance and National level.
- To support the Regional Workforce Development Plan by training to become acquainted with Scottish Rugby's Training and Education pathway, in order to support and deliver various rugby specific workshops, "Coaching Essentials" courses and "Aspiring Coaches" courses within local rugby community.

## **Key Performance Areas**

### **Support the Implementation of Club Development Plan**

- Work with the Club to create and continuously improve the Club Development Plan and ensure links to regional development strategy and other National, Regional and Local strategies for sport/health improvement/social objectives/equality and diversity/W&G opportunities are maintained.
- Responsible for the delivery of the Club's Development Plan at Youth, Mini and Micro levels
- Ensure the Youth, Mini and Micro sections of the Club have an understanding and take ownership of the Plan (where appropriate).
- Planning and delivery of 2x Community Rugby Camps (Easter & Summer).

### **Increase Participation**

- Develop links to key identified cluster Secondary and Primary schools to create/extend opportunities to play rugby at School and Moray Rugby Club through inclusive programmes for girls and boys, up to U18 level, establishing key contacts from each School to promote rugby.
- Delivery of Scottish Rugby Aligned teacher support and CPD opportunities.
- Working with Local Authority, Active Schools and Community partners to organise, coordinate and deliver programmes and events/festivals to promote rugby and recruit young people to the game at Moray Rugby Club.
- Support the development and implementation of a sustainable / dedicated Women's and Girls' rugby structure at Moray Rugby Club and wider throughout the region:
- Support and drive to increase referee numbers within the club in collaboration with Caledonia Referees Society and SRU Coach / Referee Development Officer.
- Ensure Youth Teams at all levels have sustainable player numbers and quality & qualified coaches to ensure presence at the highest possible level within conferences.

### **Partnerships and Community**

- Strengthen partnerships with key stakeholders and increase the club profile in our communities.
- Work with SRU Regional Development Manager to ensure the Club Development Plan is linked to Regional Development Plan and where appropriate represent the Club on any local Development Groups.
- Work with Local authority staff, Active School Coordinators and School staff to ensure a strong pathway between local Primary and Secondary school clusters and relevant Community Groups and the Club.
- Work with Schools, Moray Council and any other appropriate stakeholders to deliver the club objectives.
- Continue the development of a programme to include vulnerable young people identified through partnership working and relevant agencies.
- Contribute to monthly Community Sports Hub meetings.

### **Gordonstoun School**

- Local promotion of sport and wellbeing for young people at the School, whilst consistently upholding cultures, values and behaviours associated with Gordonstoun.
- Support the leadership and development of players linked to one of the School's junior teams (U14 or U15) through high-quality delivery of training sessions and match day coaching, management and support. Delivery at the following times through scheduled in-term blocks:
  - Tuesday morning 08:30-10:30
  - Friday afternoon 13.00-16.30
  - Saturday (match days) T.B.D aligned to season 2020/21 fixture structure

### **Coaching and Coach Development**

- Deliver high quality coaching sessions at the Club, associated cluster schools and community group events enhanced through a consistent Personal Development programme.
- Support the Club Coach Co-ordinator and Safeguarding Officer to organise and facilitate coach and referee education and development opportunities aligned to the SRU Coach Development Officer's regional workforce development plan and where applicable, other agencies to ensure:
  - ✓ Ensure coaches are safe, well trained and player centered.
  - ✓ The delivery of a programme of coach CPD opportunities.
  - ✓ Ensure Coaches are 100% RugbyRight compliant
  - ✓ Review PVG compliance on an ongoing basis with CPO and CCC to support 100% compliance.

### **Monitoring and Evaluation, Marketing and Communication**

- Record baseline data on club and school participation.
- Increase in retention of players at targeted Age Groups over 12-month period.
- Report progress against club development plan and KPI's on a monthly basis. All reviews based on quantifiable measures:
- Work to increase The Club's profile in the community through the further development and implementation of a Media Strategy covering both traditional and social media.
- Support the Club's SCRUMS Officer / Membership Secretary and CPO to encourage 100% compliance for Coach and Volunteer registrations.
- Assist with the refresh and regularly contribute to the various forms of Club communications.

### **Performance Development**

- Development and implementation of a focused, whole Club Player Development programme.
- Contribute to the recruitment and retention of players, coaches and management.
- Where applicable lead and manage any Regionally, Nationally or **sportscotland** Institute supported athletes and assist with Regional Academy as required.

### **SRU/Caledonia North Region**

- Close liaison with the Caledonia North Regional Management Team.
- Support the RM Team in the delivery of CN Girls' Series Events and playing opportunities.
- Support the RM team in the delivery of Regional / Nationally aligned projects and events.
- Caledonia North Regional Management Team to support key elements of personal and professional development for the Development Officer.
- As part of roll-out of new Training & Education pathway SRU's CN Coach Development Officer will work closely with the Development Officer to gain relevant certification to deliver Courses internally and across the Region.
- The Development Officer will form an important part of the workforce development planning that the SRU Coach Development Officer will carry out with Moray Rugby Club.
- The Development Officer to attend SRU National Development Officer Training Days.
- As part of roll-out of new Training & Education pathway the Development Officer will be expected to deliver 2x "Essentials" Courses as designated by the SRU's CN Coach Development Officer.

- Supporting player progression, work with the Regional Manager and Regional Academy Manager to identify both youth male and female players to attend Regional PDH and skills camps/sessions.
- Attend both youth male and female Regional PDH and skills camps as necessary.
- Attend bi-monthly meetings with club representative and SRU staff.

***This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of this partnership agreement or for better fulfilment of the role.***

**PERSON SPECIFICATION  
Club Development Officer**

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Level 2 UKCC Coaching Qualification or equivalent</li> <li>• Sports related degree / qualification</li> <li>• RugbyRight Certified</li> <li>• First aid qualified (first aid in rugby – FAIR)</li> <li>• Referees level 1 Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 UKCC Coaching Qualification or equivalent.</li> </ul>
<b>Experience &amp; knowledge (in an employed or voluntary capacity)</b>	<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</li> <li>• Experience and knowledge of working with volunteers</li> <li>• Experience of working with vulnerable youngsters</li> <li>• Knowledge and understanding of sports development pathways Long Term Player Development (LTPD)</li> <li>• SRU Technical Blueprint</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>• Aware of “Reaching Higher” targets and initiatives.</li> <li>• Knowledge and understanding of issues effecting rugby clubs</li> </ul>
<b>Competencies - Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• IT skills and experience</li> <li>• Ability to build effective working relationships</li> <li>• Excellent organisational skills</li> <li>• Excellent communication skills</li> <li>• Ability to prioritise competing deadlines and projects</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Remains open to ideas</li> <li>• Establishes clear goals</li> <li>• Supports others</li> <li>• Moves others to action</li> </ul>	
<b>Managing Delivery</b>	<ul style="list-style-type: none"> <li>• Plans &amp; prioritises workload – short &amp; long term</li> <li>• Manages resources to ensure work completed efficiently</li> <li>• Achieves goals &amp; meets deadlines despite obstacles</li> <li>• Pro-active in improving existing activities &amp; processes.</li> </ul>	

<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Promotes the need for change where applicable</li> <li>• Successfully adapts to and works effectively with changing situations</li> <li>• Works with a variety of individuals or groups</li> <li>• Maintains effectiveness and impartiality in uncertain or ambiguous situations.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates with others in a positive and influential manner</li> <li>• Good communication skills using a variety of methods available</li> <li>• Ensure that the most up to date and relevant contact lists are utilised.</li> </ul>	

***The preferred candidate will be required to complete a PVG check before taking up the post***



Area of Focus	KPI's
<b>General</b> <i>(Club Development)</i>	<ol style="list-style-type: none"> <li>1. Promote CN Regional Development Team's Cultures, Values and aligned Behaviours</li> <li>2. Build and maintain Club culture and identity, setting behavioural standards for all teams and members</li> <li>3. Support the implementation of the Club Development Plan.</li> <li>4. Report to the Club's Committee on rugby matters and make recommendations on improvements / initiatives that need to be implemented.</li> <li>5. Liaise with the club coaches, players' committee and team captains on matters such as playing facilities, equipment, kit, etc.</li> <li>6. Be aware of all administrative procedures regarding player/coach registration and eligibility ensuring compliance.</li> <li>7. Oversee the club structure for player physical and mental health wellbeing.</li> </ol>
<b>Partnerships</b>	<ol style="list-style-type: none"> <li>1. Develop and maintain strong relationships and active lines of communication between Local Authority, Active Schools, Community Partners and SRU Regional Manager.</li> <li>2. Develop and deliver a key Partner, School, HE/FE and Community contact list inclusive of:               <ol style="list-style-type: none"> <li>a. Organization</li> <li>b. Position</li> <li>c. Contact Details</li> <li>d. Communication Log</li> </ol> </li> <li>3. Representing the Club through regular attendance at local development and Regional advisory (Youth &amp; Schools + Women's &amp; Girls') groups meetings where required by the SRU Regional Manager.</li> <li>4. Develop and deliver a plan to engage vulnerable young people identified through partnership working and relevant agencies.</li> </ol>
<b>Gordonstoun School</b>	<ol style="list-style-type: none"> <li>1. Local promotion of sport and wellbeing for young people at the School, whilst consistently upholding cultures, values and behaviours associated with Gordonstoun.</li> <li>2. Support the leadership and development of players linked to one of the School's junior teams (U14 or U15) through high-quality delivery of training sessions and match day coaching, management and support.               <ol style="list-style-type: none"> <li>a. Design and record all session plans in a central location for review by Head of Rugby and SRU Regional Manager.</li> </ol> </li> <li>3. Delivery at the following times through scheduled in-term blocks:               <ol style="list-style-type: none"> <li>a. Tuesday afternoon 14.30-16.30</li> <li>b. Friday afternoon 13.00-16.30</li> <li>c. Saturday (match days) T.B.D aligned to season 2020/21 fixture structure</li> </ol> </li> </ol>

Area of Focus	KPI's
<b>Schools &amp; Youth</b>	<ol style="list-style-type: none"> <li>1. Develop and maintain strong relationships and active lines of communication between Active School's Officer and PE / Teaching staff.</li> <li>2. Develop and deliver a Schools delivery programme outline clearly identifying: <ol style="list-style-type: none"> <li>a. Annual schedule for community rugby delivery at the club, schools and in the wider community</li> <li>b. Key identified Secondary Schools</li> <li>c. Associated cluster Primary Schools for each Secondary School</li> <li>d. Baseline participation numbers by age-group for each cluster</li> <li>e. Set target growth figures for each cluster</li> <li>f. Rates of School to Club transfer for each cluster</li> </ol> </li> <li>3. Aligned to Scottish Rugby's new Coach Education pathway and in conjunction with the Caledonia Coach Development Officer deliver a teachers' CPD, "Rugby Coaching/Teacher Toolbox".</li> <li>4. High-quality delivery into the Community and Schools programme <ol style="list-style-type: none"> <li>a. Design and record all session plans in a central location for review by Development Officer and SRU Regional Manager.</li> <li>b. Delivery of targeted youth and schools programme at secondary schools of focus at key/specific age-groups identified through the Programme Plan.</li> <li>c. Delivery of targeted youth and schools programme at cluster Primary Schools at key/specific age-groups identified through the Programme Plan.</li> <li>d. Monitor and track rates of transition and retention of players from targeted youth and schools programme to the Club. Specifically: <ol style="list-style-type: none"> <li>e. Individual rates per target School</li> <li>f. Individual rates at key transition points</li> <li>g. Ensure rates of retention are monitored against the Club's retention plan (new player arrival to registration on SCRUMS)</li> </ol> </li> </ol> </li> <li>5. In conjunction with wider Caledonia North DO network / workforce, deliver to Regional Schools playing opportunity framework and priorities where applicable.</li> </ol>
<b>Coach / Referee Education and Development</b>	<ol style="list-style-type: none"> <li>1. Delivery of a high-quality Coach mentorship and development programme. <ol style="list-style-type: none"> <li>a. Support the Club's SCRUMS Officer / Membership Secretary and CPO in sign-posting coaches, parents and volunteers to PoC's and assisting in Educating Club membership around Club and SRU process and policies.</li> <li>b. Deliver 4x coaching updates focusing on the SRU Technical Blueprint</li> <li>c. Meet with all Coaches and produce a development / support schedule</li> <li>d. Undertake an annual assessment of all Youth Coaches</li> <li>e. Undertake an annual assessment of any / all Strength &amp; Conditioning Coaches</li> <li>f. To ensure coach qualification compliance: <ol style="list-style-type: none"> <li>i. 100% Mini / Micro age-group Coaches completed / certified to Coaching Essentials level (L1 equivalent).</li> <li>ii. 100% Head Coaching teams, youth and senior Coaches completed / certified to Aspiring Coaches level (L2 equivalent).</li> <li>iii. First aid (FAIR) trained coaches at all age levels.</li> </ol> </li> </ol> </li> <li>2. Develop and deliver a Referee Development plan: <ol style="list-style-type: none"> <li>a. Identifying current number and qualifications of active Society Referees.</li> <li>b. Identifying current number and qualifications of active Club Referees.</li> </ol> </li> </ol>



Area of Focus	KPI's
	c. Set target growth figures for each
<b>Women's &amp; Girls' Rugby</b>	<ol style="list-style-type: none"> <li>1. Support the development and delivery of a plan for the establishment of a Moray Rugby Club W&amp;G programme: <ol style="list-style-type: none"> <li>a. Player baseline numbers, tracking numbers throughout programme (U12, U14, U16, U18 and Ladies) clearly articulated and linked to registrations on SCRUMS</li> <li>b. Growth targets and timelines clearly articulated and aligned to playing opportunities and fixtures.</li> <li>c. Recruitment and development of female Coaches</li> <li>d. Create a clear pathway for Womens/Girls Coaches to enter the Coaching Pathway and realise potential.</li> <li>e. Support the RM Team in the delivery of CN Girls' Series Events and playing opportunities.</li> </ol> </li> </ol>
<b>Digital</b>	<ol style="list-style-type: none"> <li>1. Assist with the development of a Media Strategy covering both traditional and social media: <ol style="list-style-type: none"> <li>a. Development of social media channels and increase the number of followers in line with Club's Social Media growth targets.</li> <li>a. Promotion of the club at a Local and National level in line with Club's Social Media growth targets.</li> </ol> </li> </ol>
<b>Training &amp; Education</b> <i>(Personal Development)</i>	<ol style="list-style-type: none"> <li>1. As part of roll-out of new Training &amp; Education the Development Officer will gain relevant certification to deliver Courses internally and across the Region. <ol style="list-style-type: none"> <li>a. The Development Officer will form an important part of the workforce development planning that the SRU Coach Development Officer will carry out with Moray Rugby Club.</li> <li>b. The Development Officer to attend SRU National Development Officer Training Days.</li> <li>c. As part of roll-out of new Training &amp; Education pathway the Development Officer will be expected to deliver 2x "Essentials" Courses as designated by the SRU's CN Coach Development Officer.</li> </ol> </li> </ol>

**Notes:**

1. KPI's to be reviewed on a monthly basis
2. KPI's are subject to change/adjustment (with joint agreement of Management Steering Group, Development Officer & Scottish Rugby Regional Manager)