



## Job description – Club Coach Coordinator

<b>Job Title:</b>	Club Coach Coordinator	<b>Club:</b>	
<b>Reports to:</b>	Director of Rugby, President of the Rugby Club and the Training and Education Department at Scottish Rugby.	<b>Location:</b>	
<b>Work Pattern:</b>	Anticipated Hours – xx per week including some evenings & weekends	<b>Salary Band:</b>	
<b>Job Purpose:</b> The Club Coach Coordinator plays an integral role in the development and retention of players and coaches. CCCs also play an important link between Scottish Rugby and the game at a local level, and thus in the development of rugby union in Scotland.			
<b>Knowledge and skills required:</b> <ul style="list-style-type: none"> <li>• An interest in improving the standard of coaches at the club</li> <li>• Good communication skills</li> <li>• A good organiser and forward planner</li> </ul>			
<b>Key Accountabilities:</b>		<b>Associated Competencies:</b>	
To be a point of contact at the club for the Scottish Rugby Training & Education Department		Effective Communication Planning and Organising Team Working	
To be a contact at the club for all club coaches.		Effective Communication Planning and Organising Team Working	
To have a clear understanding of Scottish Rugby’s coach education model and available courses		Effective Communication Planning and Organising	
Establish and maintain a coaching notice board		Effective Communication Planning and Organising	



Ensure that Scottish Rugby coaching courses, local CPD activities and online resources are well publicised and promoted to club coaches	Effective Communication Planning and Organising
Ascertain the coaching needs of club coaches and signpost them to relevant courses	Effective Communication Planning and Organising Teamwork
Ensure that communications from the Training & Education Department are distributed accordingly (e.g. Coaching Newsletter)	Effective Communication
Liaise with the relevant Scottish Rugby Development Officer for the delivery of specific CPD courses at a club or cluster site	Effective Communication Planning and Organising Teamwork
Attend the Club Coach Coordinator conference at BT Murrayfield	Effective Communication Teamwork