**Northumberland County Council**

**JOB DESCRIPTION**

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| **Post Title:** CommunityRugby Development Officer | | **Director/Service/Sector :** HR / Sports Development | | **Office Use** |
| **Band:** | | **Workplace:** Newcastle University | | **JE ref:** |
| **Responsible to:** Sports Development Manager | | **Date: FIXED TERM** September 2018 to August 30th 2019 | **Manager Level:** |
| **Job Purpose:**  To work in collaboration with the RFU, Newcastle, Northumbria Universities and Northumberland Rugby Union Clubs and Northumberland Community to promote and deliver new and existing opportunities, programmes, initiatives, events and projects for students to play social, recreational and semi-competitive rugby and transition to the local community. In addition to support the development of students through officiating, coaching and volunteering opportunities to the benefit of the local community. | | | | |
| **Resources** |  | Responsibility for volunteer coaches and volunteers | | |
| Finance | | Budget monitoring | | |
| Physical | | Shared responsibility for the careful use of sports equipment. Customer data & information | | |
| Clients | | Duties have a direct impact upon the health and safety of customers - university students, members of the public, adults and children, students of school age and teachers. | | |
| **Duties and key result areas:**  **Organisation and Administration**   1. To form a Rugby Union “Steering Group” to ensure the successful delivery of the cluster rugby union programme. 2. To develop, implement and monitor, in conjunction with the “Steering Group” members the Cluster Development Action Plan. 3. To lead the delivery and development of all University Rugby participation and playing programmes to students (non BUCS rugby) across both Northumberland Universities and the local community clubs in line with the Action Plan and associated KPIs. 4. To work closely with the relevant staff using their experience to plan, coordinate and deliver the programme to keep Northumberland Universities at the forefront of university rugby development in the UK. 5. To create a high quality rugby programme that is constantly monitored and evaluated to determine the success of each programme including an indexed database of all work conducted with player’s coaches and respective partners and that any key issues are identified and raised early for discussion. 6. To seek additional funding to help develop the opportunities for the participants and for the ongoing development of the programme. i.e. schemes that help support and fund the development of Young Referees / Coaches & Volunteers. 7. Develop co-ordinate and deliver a number of events, consisting of leagues tournaments, and one off events to expand the programme going forward and to ensure that the provision and service is of a high quality expected from such a participation programme. 8. Ensure that the development and delivery of programmes, events, and initiatives operate to budget(s)   **Coaches and Coaching Officials and Volunteering**   1. Coordinate and supervise sports coaches and volunteers assigned to assist delivery of programmes and sessions. 2. To oversee, plan and monitor the running and development of all coaching sessions within the programme. 3. Promote Coaching, Officiating and Volunteering programmes and initiatives to extend the rugby union workforce in Northumberland. 4. To act as a mentor or know where to signpost new coaches, referees and volunteers in order to develop their competencies. Referring coaches, referees and volunteers to the appropriate support services where necessary such as Northumberland Rugby Union. 5. To support and develop players leadership skills, and applying this to support local clubs.   **Recruitment and Support of players**   1. To work to recruit, support and develop players wishing to further their development in whatever areas they have identified i.e. 02 Touch, Coaching and Refereeing ambitions as well as Intra Mural rugby and transition to local community clubs. 2. To contribute to the development of the rugby union recruitment strategy by producing relevant promotional material in order to identify future participants and to promote the rugby opportunities. 3. Encouraging new and returning players and identifying pathways for sustainable participation. 4. Creating and managing links with rugby clubs to provide rugby opportunities for all players.   **Dimensions**  **Staff and customers include:**  Community rugby clubs  Rugby Football Union (RFU)  Community rugby coaches  the Student Rugby Football Union  Active Northumberland  Newcastle University  Northumbria University  Northumberland Rugby Union (NRFU)  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Work at other sites as necessary  Evening and weekend work as part of a rota will be required  Both indoor and outdoor working | | |

**Northumberland County Council**

**PERSON SPECIFICATION**

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| **Post Title:**  Rugby Development Officer | **Director/Service/Sector:** | Ref: ANJD013 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| Educated to Degree level with understanding of the HE sector and rugby offers  Knowledge of the Sporting Landscape and motivations.  Understanding of GDPR  Understanding of working to RFU guidelines including competitions and structures. | Level 2 Rugby Coach/ERCA  Safeguarding certificate  Level 2 Referee Award/ERRA  First aid qualification | | Application form (a) Interview (i)  Certificates.  References (r) |
| **Experience** | | | |
| Sports Development Experience  Budget monitoring  Collating data in respect of participation numbers.  Working with Community Clubs  Planning, Organising and running leagues, festivals and multi-format games | Co-ordination of coaches / officials and volunteers  Rugby Union Coaching  Being in a customer facing role. | | Application form (a)  Interview (i)  References (r) |
| **Skills and competencies** | | | |
| Excellent motivational and training skills.  Excellent teamwork, communication and organisational skills.  Ability to exchange varied information both verbally and through the use of email and other electronic/IT communication methods with a range of audiences  Ability to plan own workload over several months. | Ability to support volunteers | | Application form (a)  Interview (i)  References (r) |
| **Physical, mental and emotional demands** | | | |
| Friendly & courteous.  Ability to connect with and inspire confidence in customers  Responsible, enthusiastic & decisive.  Smart appearance.  Self motivated, with an ability to work effectively without supervision.  Fit enough to cope with high levels of physical activity  Ability to cope with medium periods of attention and pressure from deadlines and conflicting demands |  | | Application form (a)  Interview (i)  References (r) |
| **Other** | | | |
| Satisfactory DBS check.  Flexible approach to working hours.  A willingness to learn and commitment to continuous development  Commitment to and ability to promote equality of opportunity |  | | Application form (a)  Interview (i)  References (r) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (presentation, (o) others e.g. case studies/visits

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