**Job Description**

**Job Title**: North East Fife Development Officer (Rugby)

**Responsible to**: Management Steering Group (Scottish Rugby, St Leonards School, University of St Andrews, Madras Rugby Club)

**Responsible for**: N/A

**Hours of Work:** This is a fixed term contract for one academic year, working on average 37.5 hours per week.

**Salary:** £18,500 to £22,000 dependent upon experience.

**Job Purpose:**

The post-holder is expected to uphold and actively promote the ethos of Scottish Rugby, St Leonards School, the University of St Andrews and Madras Rugby Club. The post-holder is expected to create a rugby resource in the North East of Fife to facilitate, deliver and support the development and sustainability of rugby programs within local schools, the university and club environments. The successful candidate will report to the Management Steering Group and will be operationally line managed by the Director of Sport, St Leonards School.

**Key Contacts for this post will be:**

* St Leonards School Physical Education Department & Faculty Staff at the University of St Andrews;
* Sports Development Staff;
* Club contacts;
* Local Authority Rugby Development Officer;
* Active School Coordinators (Primary & Secondary);
* Secondary & University Students;
* Scottish Rugby Development Staff

**Key Accountabilities:**

* Increase playing participation within the North East Fife region;
* Support St Leonards/Madras Conference and University of St Andrews BUCS programs;
* Work in partnership with other stakeholders to raise the profile of rugby in the local area;
* Deliver high quality coaching sessions in primary and secondary schools, club and university environments with a strong focus on the delivery of the Scottish Rugby Technical Blueprint;
* Manage and support both secondary & university students to upskill and deliver;
* Organise and facilitate opportunities for developing volunteer coaches within the area.

**Key Performance Areas:**

Increase Participation:

* Ensure links to local cluster primary and secondary schools to create/extend opportunities to play rugby through inclusive programmes within school, university and club junior and senior sections for girls, boys, men and women;
* Organise, coordinate and deliver programmes and events/festivals to promote rugby and recruit young people to the game;
* Support the development of Girls’/Women’s rugby in the region;
* Plan and implement player development programmes through the school, university and club to increase player enjoyment and improve playing standards;
* Co-ordinate the programmes for the club’s junior section in partnership with the junior convener.

Program Delivery:

* Support St Leonards/Madras to fulfil all of their participation requirements within the Scottish Rugby Youth Conference structure;
* Support University of St Andrews to fulfil all of their requirements within the BUCS program.

Partnership Working

* Work with Active School Coordinators and PE staff to ensure a strong pathway between local primary and secondary schools and the club;
* Work with Scottish Rugby on the identification and development of club players with potential.

Coaching

* Deliver high quality coaching sessions in primary and secondary schools, club and university environments with a strong focus on the delivery of the Scottish Rugby Technical Blueprint;
* Support club and schools’ coaches and referees by organising and facilitating coach and referee education and development opportunities.

Student Support

* Recruit, sustain, support and develop student volunteers from both University and School;
* Coordinate programs within cluster primary schools to allow students to coach;
* Volunteer Development;
* Support the recruitment and development of volunteer coaches;
* Deliver CPD sessions and facilitate both Level 1 & Level 2 courses with Scottish Rugby support.

***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**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * UKCC Level 2 Coaching Qualification or equivalent. | * HNC or higher in Sports Coaching. |
| Skills | * Highly organised with effective time management skills to meet deadlines. * Competent at planning and prioritising workload. * A positive, proactive approach with the ability to overcome barriers. * Clear communication skills with the ability to tailor the message appropriately for various individuals and groups. * Effective delegation skills with the ability to engage others, move them to action and create team spirit. * The ability to instil confidence in others and act as a role model; self-confident and resilient. |  |
| Interpersonal skills | * Remains open to ideas, supports others and is committed to developing the team. * Establishes clear, unambiguous goals. * Remains calm and effectively manages the situation/team when faced with uncertain or unambiguous situations. * Committed to delivering excellent customer service and achieving stakeholder satisfaction. * Influential; persuasive; positive. * Demonstrates ‘growth mind-set’; reflecting on practice, seeking to improve and learn from others as well as share own knowledge. * A professional manner and appearance. |  |