**Annexure – Job Description**

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| Job Title | Rugby Development Officer |
| Functional Department | Community Rugby Team |
| Reports to (Position) | Rugby & Operations Manager |

**PURPOSE OF POSITION**

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| Deliver the region’s participation goals through collaborating with clubs and schools, promoting the benefits of participation and driving registration campaigns.  To attract and retain players and coaches through the delivery and implementation of rugby products and programmes within primary, intermediate and secondary schools and clubs across the region.  Manage integrated relationships with schools and clubs to promote seamless transition of participation. |

**KEY ACCOUNTABILITIES**

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| **NO.** | **KEY RESULT AREA** | **KEY ACTIVITIES** |
| 1. | Coach Development | * Promote opportunities for school and club coaches’ development. * Implement and facilitate the delivery of courses and upskilling sessions including:   o NZR Developing Coaches modules  o Rugby Smart programme  o Regional coaching sessions / clinics  o Provide support and mentoring to coaches and identify potential High Performance coaches.   * Align coach development opportunities with existing player development sessions. |
| 2. | Rugby Participation across Schools and Clubs | * Develop and implement a rugby participation growth strategy for the region that attracts, retains and develops players and coaches. * Collect and analyse participation data and information across schools, clubs and age groups to identify key focus areas for retention and growth. * Establish and deliver a network across the region to ensure collaboration and strong relationships with clubs and schools. * Ensure the delivery of the player and coach registration process. * Facilitate relationships and act as the catalyst between clubs and schools to ensure a seamless transition for players to progress between school and club rugby. * Input and maintain NZR player monitoring systems. |
| 3. | Player Development | * Plan and implement the union’s player development programmes to enhance the ability of all players at school and club level. * Assist in the development of school and club competitions that will provide competitive, safe and enjoyable rugby experiences. * Review and evaluate the success of the programmes, implement change. * On a case by case basis, assist in establishing successful and thriving rugby programmes that cater to the school or club participant needs. |
| 4. | Talent Identification | * Contribute to successful talent identification systems across school and club rugby, working with union staff, key school and club coaches in the identification of players with potential from Roller Mills to u18s level. * Attend key matches where necessary. |
| 5 | People Leadership | * Provide management, direction and support to the resource coaches contracted by the union to ensure KPI’s and objectives and met. * Coach, motivate and inspire resource coaches to optimise performance. |
| 6 | Strategic Alignment | * Actively engage in other duties, projects and opportunities assigned within the role to achieve the strategic goals of the union with regard to increasing the number of coaches, players, referees, volunteers and supporters interested and involved in rugby. This includes the following:   o Promote and resource non-contact forms of the game, in particular, for primary school age and teenage women.  o Provide and facilitate non-traditional forms of the game outside of the traditional rugby season.  o Develop, refine and implement a programme for maximising the continued involvement of players who transition from primary/intermediate schools to secondary schools.  o Develop, refine and implement a programme for identifying, monitoring and supporting our rugby players who pursue education and sporting opportunities outside the Counties Manukau region. |

***\*Note:*** *This job description provides an indicative outline of the purpose and accountabilities of the position. Specific performance requirements and expectations will be agreed in an annual performance agreement. In addition to your job description, you will / may be required from time to time to perform any other duties (this includes special projects) which are reasonably incidental to your position, as directed by your direct manager. Job descriptions may be amended from time to time in consultation with you, if deemed necessary aligned to operational requirements.*