**Job Description**

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| Job Title | Women’s Rugby High Performance Manager |
| Functional Department | High Performance Unit |
| Reports to (Position) | Director of Rugby |

**PURPOSE OF POSITION**

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| The purpose of this role is to develop and manage the women’s rugby programme for the elite female players of Counties Manukau Rugby Football Union Inc (**CMRFU**), being those women who show potential and desire to achieve to the highest level of representative and national rugby.  This role has a strong focus or emphasis on the identification, support and development of high performance players through the implementation of a high performance development programme prepared in accordance with the elite rugby plan and philosophy of CMRFU (**Women’s** **HP Development Programme**).  The Women’s Rugby High Performance Manager will be responsible for: (i) overseeing the Women’s HP Development Programme, talent identification and the case management of CMRFU’s elite female players (including those players identified by New Zealand Rugby (**NZR**)); (ii) managing and monitoring the budget for the Women’s HP Development Programme; (iii) reviewing and, where appropriate, adapting the Women’s HP Development Programme to meet the needs of the players and achieve the objectives of NZR and CMRFU with regard to the development of women’s rugby.  The Women’s Rugby High Performance Manager will be the main point of contact for NZR and the New Zealand Rugby Players Association (**NZRPA**) with regard to CMRFU’s women’s high performance rugby programme.  CMRFU enters women’s fifteens and sevens representative teams in the annual competitions organised by NZR.  The Women’s Rugby High Performance Manager’s key responsibilities are summarised below. |

**KEY ACCOUNTABILITIES**

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| **NO.** | **KEY RESULT AREA** | **KEY ACTIVITIES** |
| 1. | Talent Identification | * Identify potential elite rugby players from within and outside rugby, and establish and maintain a database of identified players (with their contact details and statistics). * Encourage promising athletes from other sports to consider rugby as their preferred sport and demonstrate what rugby has to offer. * Attend regional and New Zealand secondary school tournaments and other fixtures as part of the identification process. |
| 2. | Development Structure | * Establish a viable development structure in accordance with the NZRU Academy protocols and expectations as well as the elite rugby plan and philosophy of CMRFU for player development at various age group levels. * Working in conjunction with CMRFU’s women’s rugby development officer to resource the Junior Academy and Pre Academy programmes whilst ensuring a balance with school rugby and educational requirements and providing an emphasis on enjoyment and meaningful player development. * Creating and maintaining a respectful, inclusive and welcoming environment to all players and staff. |
| 3. | Programme Content | * Provision of educational/career support and advice to players including, but not limited to, liaising with tertiary providers for individuals within the programme. * Professional development of players which will be NZRPA lead. * Facilitating the provision of appropriate rugby specific education and mentoring to players in respect of: * tactical knowledge and awareness; * nutrition; * mental skills; * technical skill development and specialised coaching sessions e.g. lineouts, kicking, front row etc; * physical development including strength and conditioning coaching (with appropriate times available throughout the day / week to access a suitable training facility). * Liaising with local employers to seek out and provide employment opportunities for players where required. * Updating Athletes IPP and progress quarterly on SMARTABASE. * Arranging medical support that includes the ability to see a doctor either at a weekly PU clinic or at the doctor’s clinic with preferential booking. * Arranging physiotherapy support that includes the ability to be seen onsite or with preferential booking. |
| 4. | Marketing | * Undertake/contribute to marketing activities that raise the profile of the women’s high performance programme, as required. * Share non-confidential information on the women’s high performance programme with counterparts in other unions. |
| 5. | Financial Management | * Responsibility for the management and monitoring of the women’s high performance programme budget. * Provision of reports/information to the Director of Rugby and the CEO on progress and potential variances (if any) throughout the year. |
| 6. | Women’s High Performance Manager. | * Work closely with the NZRU Development Managers and the NZ Rugby Players Association to ensure that the non-rugby development of high performance players is well balanced and coordinated. |

***\*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.*