



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Community Development Officer – Ross High Rugby Football Club
<b>Responsible To</b>	Ross High RFC Vice – President (Rugby)
<b>Hours</b>	28 hours per week (average) Including evening & weekend hours
<b>Salary</b>	£13,000 - £18,000 (dependent upon experience)
<b>Office</b>	Active Schools Office, Ross High School, Well Wynd, Tranent.

### **Job Purpose**

Ross High RFC have an opportunity for an enthusiastic and self-motivated individual to play a key part in the development of youth rugby within the Ross High RFC community.

The position is with Ross High RFC (RHRFC), working in partnership with the Ross High School (RHS), Scottish Rugby Union (SRU). You will be responsible for delivering our vision of developing a thriving youth programme for boys and girls (Primary 1 to U18) that ensures that Ross High Rugby Academy (RHRA) is aligned, inclusive, productive and sustainable within the community.

### **Principal Responsibilities**

- Develop, manage and deliver a curricular introduction to rugby programme to the RHS nine Feeder Primary Schools that sustains a weekend Mini Rugby programme.
- Develop, manage and deliver a curricular RHS School of Rugby programme.
- Work in partnership with volunteer coaches to deliver extra-curricular rugby sessions and fixtures for boys and girls (P1 to Un 18 as appropriate).
- Develop, manage and deliver through volunteers an extra-curricular Strength & Conditioning programme for Un 15s, Un 16s & Un 18s.
- In conjunction with the RHRFC, develop a RHRFC a weekend mini section through coach development and aligning primary school activity to the mini section.
- Liaise with SRU to ensure continued professional development (CPD), and adherence to SRU initiatives.
- With support from the RHRFC, recruit and develop new coaching volunteers from within the community.

- Provide CPD sessions to the RHRA volunteers in co-operation with SRU Training and Education department, and East Lothian Active Schools as appropriate.
- Deliver quality, planned and relevant sessions consistent with RHRFC, RHS & SRU standards.
- Provide reports against agreed Key Process Indicators.
- Develop and maintain good working relationships with all partners, stakeholders and key contacts.

## **Post Holder Requirements**

### **Skills/Experience Required**

- Experience of engaging with children and young people through sport and physical activity in education, sport, health, community, leisure and/or recreation industries.
- Experience of coaching rugby. Alternative candidates who have played (or are playing) rugby at a competitive level; or have experience coaching other sports will be considered.
- A minimum of both UKCC Level 1 and UKCC level 2 Coaching Qualification or equivalent.
- Experience in project development and management.
- Ability to engage with and maintain effective working relationships with key partners.
- Be able to demonstrate effective verbal and written communication skills.
- Be able to demonstrate effective organisational and time management skills.
- Be able to demonstrate effective experience of using the Microsoft Office Suite, including, but not limited to Word, Excel, , Outlook, Powerpoint & Publisher.
- A current driving licence and use of a vehicle is an essential requirement of this post.
- Ability to influence and negotiate.
- Ability to work under pressure and meet deadlines.
- Ability to work on own initiative and as part of a team.
- Ability to work without close supervision, using own initiative.
- Ability to demonstrate a keen interest in working with children.
- PVG for working with young children.
- **This post is considered to be Regulated Work with children and vulnerable adults in the Protection of Vulnerable Groups (Scotland) (PVG) Act 2007**

## **How to Apply**

Application is by CV with a covering letter of no more than 500 words, outlining why you feel you are suitable for the position and should be submitted to:

Stuart Fleming – [admin@rosshighsport.co.uk](mailto:admin@rosshighsport.co.uk)

## **Details**

To discuss the role further please don't hesitate to contact:

Louise Dalgliesh, Scottish Rugby Regional Manager (East)

Email: [louise.dalgliesh@sru.org.uk](mailto:louise.dalgliesh@sru.org.uk) Phone: 07970 280145

**Anticipate interviews will take place early April**

**Closing Date: March 23rd 2020**