



JOB DESCRIPTION

JOB TITLE: Women's Rugby Development Officer	DEPARTMENT/UNIT: Community Rugby
	REPORTS TO: Rugby Operations Manager
DATE REVISED: MARCH 2017	POSITION TYPE: 1 YEAR FIXED TERM, 1.0 FTE

PURPOSE OF THE POSITION:

To promote, develop and grow the women's game in the region through implementation of rugby programmes and initiatives in schools, clubs and other community settings. Build strong, positive working relationships with key stakeholders within the CMRFU region.

Key Accountabilities

Rugby Participation for Women and Girls

Promote rugby to women and girls through the implementation of rugby programmes in schools, clubs and the general community;

- Lead and champion the promotion and development of the women's game across the Counties Manukau region
- Increase participation rates of girls and women in rugby in our region
- Initiate, build and maintain relationships with, clubs, schools and affiliated bodies
- Implement the various CMRFU programmes designed to attract and retain girls and women in rugby
- Ensure all female players are registered and entered onto the NZRU database
- Promote women's rugby initiatives within the community
- Identify player recruitment and retention opportunities and assist clubs and schools to implement them
- Ensure clubs and schools are aware of services and support available through CMRFU
- Organise and facilitate a range of tackle and non-tackle based tournament opportunities for girls at primary schools to give students rugby opportunities and a first experience of rugby

Coach Development

Identify, develop and provide education and development opportunities for club, school and representative coaches of women's and girls teams:

- Help recruit coaches interested in coaching women's rugby
- Establish and develop coach network groups/forums to share ideas and best practice around women's rugby
- Provide support to the women's and girls CMRFU representative team coaches

Player Development

Implement player development initiatives, with a focus on school age players:

- Plan, develop and implement player clinics for promising female players in various school age groups
- Attend age group representative training sessions and provide support to female players and their coaches
- Work with the Player Development Manager in various initiatives, in particular bridging promising female players from junior level player development programmes to high performance player development programmes

General Within CMFRU

- Assist in producing a calendar of events incorporating all rugby development programmes, events and all Union fixtures
- Take every opportunity to build and promote the CMFRU and Heat brands
- Assist with Representative rugby and Match Day organisation as directed by the Rugby Operations Manager
- Ensure all CMFRU policies are adhered to and a professional service is delivered to stakeholders
- Attend staff meetings and planning sessions
- Contribute to all CMFRU events and activities as required
- Retain a focus on the Women's RDO specific KPIs
- Initiate professional development
- Participate in Auckland Regional Strategy initiatives that contribute to positive CMFRU Community Rugby outcomes
- Support other Union staff in the achievement of the CMFRU Community Rugby Plan and Strategic Plan
- Work as part of a team and show a willingness to perform duties which may not necessarily be included in this Job Description

Person Description

Required qualifications, skills and experience	<ul style="list-style-type: none">• Experience in playing and/or coaching of rugby teams, preferably at a senior level• A sound tactical and technical knowledge of the game of rugby• An ability to work with, manage and lead a range of people including senior management, teachers, coaches, volunteers and professionals• Experience as a sports volunteer, preferably with a rugby club background• Experience in speaking to, and leading, groups of people in either public speaking or work group situations• A reasonable level of physical fitness, sufficient to carry out the on-field delivery of various rugby programmes• Able to display sufficient organisational skills to manage and implement a range of different processes across various sectors• Able to follow administrative systems and processes• Strong communications skills - oral, written, interpersonal• Experience in relationship building• Displays high levels of initiative
--	--

	<ul style="list-style-type: none">• Action oriented• Computer literate, particularly with word and excel• Able to work flexible hours
--	---

Contacts

Internal

- All CMRFU Staff
- CMRFU Board
- CMRFU Rugby Clubs
- CMRFU Junior Management Board
- CMRFU Secondary Schools Advisory Group

External

- New Zealand Rugby Union
- Other Provincial Unions
- Schools
- Regional Sports Trust
- The Chiefs
- Volunteers across all Union activities

Health and Safety

CMRFU is committed to creating and maintaining a safe and healthy workplace. It is the employee's responsibility to ensure that at all times they are aware of the health and safety requirements of the position and any activities associated with the role.