JOB DESCRIPTION & RESPONSIBILITY STATEMENT

POST TITLE: Rugby Development Officer

CONTRACT DETAILS: This contract is being offered on a two-year fixed term basis.

LOCATION:
The post holder will be assigned an operational area in the East of the Province, with regular travel required throughout Munster and occasional travel to the Centre of Excellence based at Virgin Media Park, Cork.

ROLE AND PURPOSE OF POSITION

The Rugby Development Officer is responsible for promoting and developing rugby within designated clubs and schools across the province.

REPORTING RELATIONSHIPS
Operational: Rugby Development Manager (RDM)

Functional: Head of Rugby Development (HORD)

The Rugby Development Officer will also be required but not limited to building effective working relationships with the following:

- Munster Rugby Participation & Operations Manager (RPM)
- Munster Rugby Participation Program Co-Ordinator
- Munster Club & Community Rugby Officers part-time (CCROs)
- Women's Development Officers (WDO)
- Munster Rugby Athletic Development Coaches (S&C)
- Munster Academy Staff
- IRFU & Munster Rugby Staff and Volunteers

Operational and Functional relationship will be dependent on the specific area, speciality of work undertaken or to a specific cluster of clubs and schools, as determined by the rugby development department (RDD) operational plan and the Rugby Development Manager (RDM)

QUALIFICATIONS AND EXPERIENCE

Please refer to appendix*

MANAGES

The Rugby Development Officer (RDO) will be responsible for planning, organising and delivering rugby development activities throughout their designated area. The post holder will implement branch and RDD rugby policies to ensure rugby is both thriving (numbers) and vibrant (quality players, coaches, referee's).

RESPONSIBILITIES

Club Development

1. The RDO will be responsible for a designated group of clubs in the appointed area.
2. Implementation of Individual club development plans within the designated area.
3. Support clubs with rugby promotion and participation, especially transitioning playing grades (Mini to Youth, Youth to Adult).

4. Support club officers, club coaches and respective committees through regular engagement, education and communication.

School Development

1. RDO will be responsible for designated school(s) in the appointed area.
2. Support traditional playing and emerging schools in collaboration with participation and academy staff.
3. Support the implementation of school development plans within designated school(s).
4. Support schools with rugby promotion and participation programs.
5. Support Game-masters and school coaches through regular engagement, education and communication.

Coach Development

1. Mentor & support mini and age grade coaches (primarily) in clubs and schools, as directed by the Coach and Player Development Manager and as outlined in the annual department operational plan.
2. Tutor and support IRFU Coaching Courses Stages 1 & 2, as directed by the RDM or course co-ordinator.
3. Co-ordinate and/or deliver workshops and seminars within designated clubs/schools including all administrative requirements, as part of the IRFU Active Coach Badge Program.
4. Responsible for maintaining up to date comprehensive records of clubs & school's coaches' accreditation status within designated clubs/schools, to facilitate succession planning of suitably qualified coaches throughout schools & clubs
5. Promote and develop rugby development policies in targeted clubs, schools and colleges. The onus is on delivering a positive, safe and enjoyable rugby experience in all rugby formats (male and female)
6. In conjunction with all rugby development staff ensure the delivery of participation programmes to enhance and increase the number of people playing the game.
7. In conjunction with the rugby development and elite player development department, support staff in the delivery of programmes (coach development, player development, club development, school development) across all areas in the Province.

Player Development

1. Responsible for supporting the Munster Age Grade Player Development Program, including player identification and development, as directed by the Rugby Development Manager and in conjunction with the Head of Rugby Development and Academy Manager, to improve age grade players in Munster.
2. Provide ongoing support to the school/club player development programmes in conjunction with Munster Rugby academy staff, pathway coaches, RDOs and AD coaches.

Referee Development

1. Support the Referee Development Manager by assisting with referee development and promotion initiatives as required.

General

1. Deliver on annual KPIs as outlined in the department operational plan and Munster Strategic Plan.
2. Ensure all activities are conducted within budget and secure maximum value for money in the most cost-effective manner at all times.

3. Deliver, manage and/or support on all participation programs (camps, blitzes, school of excellence etc) in conjunction with the participation programs co-ordinator and the participation department.
4. Engage in National workshops and meetings, as required.
5. Maintain up to date records and ensure effective use of the IRFU Development Officer Portal to record work programs.
6. Work with IRFU to develop resources to assist coaches and players with their ongoing development including online forums.
7. Develop positive working relationships with stakeholders, teachers, coaches, club members and community volunteers.
8. Maintain a strong and effective working relationship with relevant committee members and ensure appropriate information share by supporting and attending meetings where required.
9. Promote rugby in the region by delivering online content to the Munster Communications Department. Provide all PR platforms with articles, photos and footage of rugby activities and programmes.

PERFORMANCE MEASURES

1. Achievement of seasonal KPIs set by Munster Rugby.
2. Portray a competent and professional image of Munster Rugby on behalf of the Rugby Development Department at all times.
3. Drive development opportunities to increase the number of quality coaches and players within designated clubs and schools..
4. Ensure all designated clubs/schools have an active Rugby Development Plan, including a coach development plan with appropriately qualified coaches across all levels of the game.
5. Deliver and support IRFU National Coaching programmes to agreed quantity and quality.
6. Deliver the active coach badge program and other continuing professional development initiatives in Coaching development.
7. Adherence of all branch competition pathways
8. Provide detailed status and work reports through weekly and monthly reporting via the IRFU Development Officer Portal.
9. Complete all administrative duties (daily, weekly & monthly) in an effective, efficient and timely manner that will satisfy all audit and Rugby Development Department requirements
10. Provide timely comprehensive reports on projects and programmes applicable to the role such as player development, coach, women's development, etc.
11. Carry out duties and responsibilities as mentioned above to an effective and efficient standard

This is not an exhaustive list of duties and the post-holder may be required to undertake additional duties from time to time at the request of Coach and Player Development Manager.

***APPENDIX – REQUIREMENTS FOR THE ROLE**

SKILLS

- Excellent organisational ability and time management including the ability to set and meet strict deadlines and to prioritise workloads for the IRFU and Munster Rugby.
- Outstanding facilitation and problem-solving skills. Ability to effectively collaborate and influence at all levels of the organization
- Ability & drive to grow rugby in the following areas – clubs, schools, women's, colleges, 7s, touch etc.
- Must be an excellent communicator (reading, writing and speaking) that can clarify complex issues in a concise manner.
- Builds effective rugby relationships where the stakeholders are involved, engaged and consistently motivated.
- Strong negotiating skills and ability to deal with conflict management / conflicting requirements
- Strong Computer literacy including use of MS Office suite or IOS applications, Online platforms inclusing Teams/Zoom, Video editing software. Learning management system experience desirable.
- Ability to work alone and as part of a team

KNOWLEDGE

- Fundamental understanding of club, school and provincial rugby game
- Knowledge and understanding of the IRFU Coach and Player Development Pathway must be succinct.
- Applied technical knowledge of rugby including but not limited to long term player development model, rugby analysis and game development.
- Excellent overall awareness of relevant regulatory requirements in a sporting environment.
- A clear understanding of the needs of club and school coaches.
- Applied technical knowledge of rugby, which can be demonstrated in decisions across coaching, refereeing and player development

QUALIFICATIONS

- Ordinary degree or similar-level qualification in sports- or management-related discipline or evidence of the equivalent practical experience
- Must be driven by continual learning and development on the job and professionally
- Full Clean Driving Licence. The ability to travel is a necessity for the role

EXPERIENCE

Either:

- Ordinary degree or equivalent qualification in sports

Or:

- PE related discipline coupled with a minimum of 3 years' work experience in at least two of the following areas:-
  - health and exercise sciences;
  - leisure studies;
  - physical education;
  - recreation or leisure management;
  - sport coaching, development or management;
  - sport in the community;
  - sports science or sports studies

- PE related discipline
- Teaching

Or:

- Evidence of equivalent practical (coaching and playing) experience including at least 2 of the following:
  - IRFU Level Stages 1 – 3 coaching qualifications (or equivalent)
  - World Rugby Educator Award
  - Proven rugby playing experience.
  - Proven track record in programme planning, development, implementation and monitoring in a comparable organisation or industry
  - Proven practical experience of analysing, developing and co-ordinating support services to Clubs, Colleges and Schools

PERSONAL QUALITIES

- Willingness to be highly flexible and adaptable to meeting requirements of the IRFU and the Province
- Ensure that the rugby experience is a delivered to all stakeholders in fun and ultimately engaging manner
- Ability to gain confidence, respect and trust of others throughout all levels of the Province and the IRFU
- Demonstrates analytic and operational judgement: Identifies issues and practical recommendations through sound analysis
- Be proactive and able to drive forward momentum, and get things done with little to no guidance or supervision
- Continued willingness to seek personal development opportunities. Must be an avid learner
- Energetic personality - resilient, results focused and flexible in approach to unfamiliar/changing situations
- Ability to think 'outside the box' and problem-solve including the ability to double the effort required and use multiple approaches
- Ability to work unsociable hours, including evenings & weekends