



RUGBY CANADA JOB DESCRIPTION

Title: Specialist – Policy & Research

Type of Position: Full time - Term Contract (Jan. 1, 2024- December 31, 2025)

Location: Remote (Canada) and/or Langford, Office-Based

Functional Area: Governance

Reporting to: Director, Governance & Regulations

Salary: Please include your contractor rate in your cover letter

Rugby Canada is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline, and respect.

POSITION INFORMATION

This is a term contract position in the Governance and Regulation department of Rugby Canada. This is a new contract role so someone with keen energy to contribute to excellence in policy, procedure, research and governance is important. The incumbent, with direction and assistance from the Director, will research, create, refine and support implementation of a variety of policy, process, procedure and support documents and tools to support Rugby Canada's quest in being a leading sports organization.

Project areas will include: Gender Equity, Equity, Diversity and Inclusion in Sport, Governance related tools and resources, Establishing best practice guidelines for Sport organization administration. Additional areas may be identified within the scope of this work.

RESPONSIBILITIES

- Research and contribute to the development of best practice policies and procedures for the National Sport Organization.
- Research and develop templates of best practice policies and procedures for NSO/PSO/clubs.
- Research and develop implementation guides to support policy understanding and utilization.

RUGBY CANADA

Toronto Office / Bureau de Toronto
30 Rue East Beaver Creek Road, Suite 110
Richmond Hill, ON CANADA L4B 1J2
Tel / Tél: 905 707 8998
Fax / Téléc: 905 707 9707

Victoria Office / Bureau de Victoria
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Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc: 250 386 3810

rugby.ca
info@rugby.ca





- Creates internal and external documents, reports, and presentations (i.e. terms of reference, information requests, briefing notes, policy papers, etc).
- Monitor industry trends and best practices to enhance Rugby Canada's commitment to being a leading sports organization.
- Work with committees, working groups and leaders across rugby as appropriate within the scope of the work. This may include facilitating meetings remotely or attending in person specific meetings.

REQUIRED SKILLS & QUALIFICATIONS

- Minimum of a college or undergraduate degree and 3-5 years of experience in similar work.
- Keen interest in contributing towards excellent governance and administrative processes with a curious attitude towards striving for innovation and best practice.
- Sport experience and/or familiarity with the amateur and high-performance sport system in Canada is preferred.
- Strong analytical, research and communication skills with high attention to detail including proof-reading, editing and formatting of a variety of documents.
- Experience writing detailed letters, reports, policies, or other correspondence.
- Strong research and analytical skills.
- Ability to coordinate simultaneous tasks/projects.
- Fluency in English and French is an asset.
- Must work well independently with the ability to manage timeline and workload.
- Demonstrated experience in policy development, preferably in a sports or non-profit setting.
- Strong knowledge of safe sport practices and commitment to athlete welfare.
- Familiarity with diversity, equity, and inclusion initiatives within a sports context.
- Excellent research, analytical, and communication skills.
- Ability to work collaboratively with diverse stakeholders and teams.
- A current, clear criminal record check for the vulnerable sector is required.
- Must be legally eligible to work in Canada.
- A current, clear criminal record check for the vulnerable sector is required.

Rugby Canada is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Please inform us within your

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application if you require any accommodations, and every effort will be made to meet your needs.

Don't have everything listed above? If you have some of these qualities and believe this is the position that will make you excited to come into work, then we want to hear from you!

How to Apply

Interested candidates are invited to submit a resumé and cover letter to jobs@rugby.ca. Only those candidates selected for an interview will be contacted. The deadline for applications to be received is 11:00pm PT on Monday January 22nd, 2024.

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