



From: Rugby Alberta

Date: November 8th, 2021

RE: Job Posting, Rugby Alberta Rugby Development Officer

Position Available: Rugby Alberta Rugby Development Officer

Reports to: Executive Director (Rugby Alberta)

Purpose of Job

To create a thriving development structure that increases mass participation in rugby while supporting a set of focus rugby clubs that ensures vibrant clubs are at the center of sustainable rugby development in their community.

Key Contacts

- Club contacts
- Provincial Union
- Sub Unions
- Schools
- Rugby Development Manager (Rugby Canada)
- Training & Education Manager (Rugby Canada)
- Coaching Association of Canada
- ASAA

Key Accountabilities

- Increase mass participation in focus clubs and the community
- Support the implementation of club(s) development plans
- Work in partnership with a range of agencies to raise the profile of rugby in the local community
- Manage and support volunteers (i.e., summer job students)
- Deliver high-quality coaching sessions to focus clubs and associated schools and community groups
- Organize and facilitate opportunities for developing club coaches

Responsibilities

Increase Participation

- Ensure links to local schools and community groups to create/extend opportunities to play rugby through inclusive programs for girls and boys and men and women
- Organize, coordinate, and deliver programs and events/festivals aimed at recruiting and retraining young people to the game
- Support the development of the Women's rugby in the region
- Plan and implement player development programs through the clubs to increase player enjoyment and improve playing standards

Partnership Working



- Work with Executive Director of Rugby (Rugby Alberta) to ensure club development plan is linked to Provincial Development Plan and where appropriate, represent club on any local development groups
- Work with school divisions and Physical Education staff to ensure a strong pathway between local schools and club/community participation.
- Work with other stakeholders who can support the club(s) to deliver their plan, e.g., community centers

Coaching

- Deliver high-quality coaching sessions in club(s), associated schools, and community groups.
- Support club(s) coaches by organizing and facilitating coach education and development opportunities in line with NCCP.
- Monitoring and developing the coaching team at the club

Monitoring and Evaluation, Marketing and Communication

- Record baseline data on rugby participation including club, school and community participation in the region.
- Report progress against club development plan key performance indicators.
- Assist with the preparation of newsletters and other marketing and promotional material.
- Ensure active links with local news sources to increase the profile of rugby and associated rugby clubs in the community

Competencies

Technical Competence

- NCCP Competition Introduction (World Rugby Level 2) Coaching Qualification or equivalent is desirable

2. Leadership

Key Actions

- Remains open to ideas
- Establishes clear goals
- Supports others
- Moves others to action

Managing Delivery

Key Actions

- Plans & prioritizes workload – short & long term
- Manages resources to ensure work completed efficiently
- Achieves goals & meets deadlines despite obstacles
- Pro-active in improving existing activities & processes

Change Management

Key Actions

- Promotes the need for change



- Successfully adapts to and works effectively with changing situations
- Works with a variety of individuals or groups
- Maintains effectiveness in uncertain or ambiguous situations

Communication

Key Actions

- Communicates with others in a positive and influential manner
- Ensures relevant information is delivered to the right people, in the right style, at the right time

Building Effective Customer Relationships

Key Actions

- Works with customers in a manner which gives them confidence in your intentions
- Understands & meets customers' needs
- Keeps customers updated
- Takes responsibility for customer satisfaction

Close date is November 21st, 2021

Please forward your cover letter and résumé to:

Peter Houlihan, Executive Director

E-mail: p.houlihan@rugbyalberta.com

Only those selected for an interview will be contacted



Person Specification

COMMUNITY CLUB RUGBY DEVELOPMENT OFFICER

Factor	Essential	Desirable
<p>Qualifications and Attainments</p>	<ul style="list-style-type: none"> • Driving License 	<ul style="list-style-type: none"> • NCCP Competition Introduction Coaching Qualification or equivalent • Sports-related degree/qualification or relevant experience • Safe Sport/Respect in Sport Qualification • Access to transport • Referees Level 1 Qualification • First aid certificate
<p>Experience & knowledge (in an employed or voluntary capacity)</p>	<ul style="list-style-type: none"> • Coaching rugby across a wide variety of age bands and groups • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Awareness and understanding of issues affecting rugby clubs • Knowledge and understanding of sports development pathways (Long Term Development) 	<ul style="list-style-type: none"> • Experience of working in a sports development environment • Knowledge of national sporting/physical activity initiatives & strategies • Knowledge and understanding of rugby development pathways • Knowledge and understanding of child protection issues and policy.



Competencies - Skills & Knowledge	<ul style="list-style-type: none">• IT skills and experience• Ability to build effective working relationships• Excellent organizational skills• Well-developed communication skills• Ability to prioritize competing deadlines and projects	<ul style="list-style-type: none">• Leadership
Additional Requirements	<ul style="list-style-type: none">• Ability to undertake flexible working hours• Satisfactory Disclosure Check	<ul style="list-style-type: none">• Experience of sourcing and securing funding