



Title: Manager, Training & Education
Type of Position: Full Time, 1 year term contract
Location: Remote within Canada
Reporting to: Senior Manager, Game Development
Direct Reports: 1: Training and Education Coordinator
Travel: Some Travel required
Salary: \$55,000 to \$58,000

Our purpose at Rugby Canada is to inspire the nation on the global stage, and to lead, govern and support the game of rugby across Canada, to ensure Rugby Canada is recognized and respected worldwide as a top 12 rugby nation on and off the field. Our values are our Canadian Rugby DNA, and show the world what we stand for; Courage, Unity, Fun, Respect and Integrity are the core beliefs on which we will build the next chapter of Rugby Canada's future.

The Manager, Training & Education will be the lead staff member responsible for the delivery of programming within the Training & Education area for Rugby Canada. Working in conjunction with the Senior Manager, Game Development and Coordinator, Training & Education, the Specialist position will ensure the connection of the National Sport Organization to the community/grassroots level. This position will be responsible for the delivery of programming in accordance with Provincial accords, commercial agreements and World Rugby/Rugby Americas North directives.

KEY PROJECTS

- Play a lead role in the development and rollout of Rugby Canada's new National Growth Plan (currently starting development)
- Execute the completion of Rugby Canada's Learning Management System rollout
- Lead the execution planning for supporting legacy programming at every international event hosted in Canada to ensure professional development opportunities are provided to our rugby community
- Act as the key contact for Provinces and staff regarding T+E delivery and contribute to annual program planning
- Lead the management of Rugby Canada accreditation programs for coaches, officials and medical staff/volunteers
- Liaise with Governance & Regulations on the implementation of policies including coaching standards and player welfare initiatives
- Lead the execution of the annual Women in Leadership program

RESPONSIBILITIES

- Leadership
 - Work in conjunction with Senior Manager and Provinces to oversee T&E trainer workforce, ensuring appropriate allocation, development, assessment and resource availability

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver
Suite 110 – 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





- Aid in the organization and prioritization of day-to-day activities for the Coordinator, Training & Education
- Financial Management
 - Working in conjunction with the Senior Manager, aid in the development and tracking of the Training & Education budget
- External relationships
 - Initiate, develop and maintain cooperative relationships with key constituencies and suppliers, including T&E contacts at Provincial Unions and LMS/IT provider
 - Oversee the operation, growth and maintenance of the educator workforce
- Administration
 - Write applications and reports related to grants and commercial partners as required
 - Liaise internally with Marketing/Communications on promotion of initiatives, as required
 - In conjunction with Senior Manager and Coordinator, create a content plan for the Learning Management System to maximize its value and usage
- Live delivery of projects/programs in the community as required
- Be available to travel as required, including select conferences, Provincial travel and major events
- Other duties may be assigned as needed

TRAINING QUALIFICATIONS

- Ability to thrive in a fast-paced work environment, with a proven track record of being able to prioritize focus areas in order to work efficiently and effectively
- Solutions focused, able to negotiate and find innovative, effective solutions, especially when under pressure and with tight timelines
- A positive and motivating teammate
- A collaborative team member who can establish strong working relationships with colleagues within the organization and outside stakeholders

SKILL & KNOWLEDGE QUALIFICATIONS

- 2+ years' experience in community sport – experience in rugby considered an asset
- Experience delivering community sport training & education programming
- Community rugby training experience considered an asset
- NCCP or World Rugby training considered an asset
- A Bachelor's degree or diploma from a recognized institution
- Strong project management skills

- Exceptional relationship management skills
- Exceptional verbal and written communication/presentation skills
- Experience managing budgets
- Proficient in Microsoft Office (Teams, Excel, Word, PowerPoint, and Outlook)
- Bilingual in English and French considered an asset

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!

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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 Thursday November 7th, 2024.**

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