



**Title:** Training & Education Manager

**Type of Position:** Full-Time

**Location:** Remote

Rugby Canada, the national sport organization responsible for governing Rugby Union in Canada is looking for a Manager of Training & Education, who will be responsible for the creation, implementation, monitoring and review of community training and education nationally for coaches and medical personnel supporting a safe environment for all participants.

Reporting to the Director of Development, the purpose of this role is to:

- Create, implement, monitor and review a national training and education strategy for coaches and medical personnel, ensuring that there is a sufficient supply of qualified, active and effective rugby resources available to the rugby community
- Collaboratively work with member provincial unions to ensure implementation of the national training and education strategy
- Develop strong working relationships with provincial union staff in support of the implementation of education training systems across the country.
- Drive strategic and operational coordination, where appropriate, between community and high-performance workforces and pathways, and other organizations as required

### **Responsibilities:**

- Lead the creation, implementation, monitoring and review of a national coaching strategy. In doing so, engage strongly with the high-performance coaching system, member unions and recognized panels, experts and partners
- Work with Rugby Canada Medical staff to plan and resource the calendar of medical education

#### **RUGBY CANADA**

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[rugby.ca](http://rugby.ca)  
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Canada





- Budget management
- Oversee and manage the day to day operations of the community training and education system
- Create, implement, monitor review professional development opportunities and maintenance of certification
- Any other duties as assigned by the Director of Development

### Requirements:

- Appropriate degree or relevant experience
- Previous experience in managing a budget
- Previous experience in managing complex projects involving multiple stakeholders
- Strong communication skills, written & verbal ability to develop and deliver presentations on strategic and operational direction
- Working knowledge of Community Rugby standard, expectations and opportunities
- Build successful partnerships and maintains and improves relationships
- Disciplined budget management with previous experience in managing a financial budget
- Ability to initiate, monitor and review projects and activities in line with organizational plans
- Demonstrated high level project management skills, including an ability to analyze, plan, monitor, evaluate and prioritize
- Experience in sport, in particular at the community level
- Self-starter with a proactive attitude
- Exceptional interpersonal skills with a proven experience in managing people
- Ability to resolve sensitive and critical issues internally and externally
- Demonstrated ability to maintain relationships with a diverse group of stakeholders – i.e. volunteers, coaches, medical personnel and administrators

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- Demonstrated ability to think, plan and mobilize others to act strategically
- Ability to deliver practical programs and projects
- Experience presenting information to large and small groups
- Proficiency in the use of technology, including but not limited to;
  - Microsoft 365
  - Adobe Creative Suit
  - Microsoft Outlook
  - Microsoft Office
- Must be able to work legally in Canada

Funding for this position is received from World Rugby.

Close date is **November 25<sup>th</sup> 2019**

Please forward your cover letter and résumé to:

Paul Hunter, Director of Development

E-mail: [phunter@rugby.ca](mailto:phunter@rugby.ca)

*Only those selected for an interview will be contacted.*

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