

**SCHEDULE ONE
JOB DESCRIPTION**

Rugby Development Officer (Bay of Islands)

POSITION PURPOSE:

Deliver the regions Community Rugby Goals through collaborating with clubs and schools, promoting benefits to participation and driving registration campaigns.

To recruit and retain players, coaches and administrators through delivery and implementation of rugby programmes within primary, intermediate, and secondary schools and clubs across the region.

RELATIONSHIPS:

Reports to: Community Pathways Manager

Internal Relationships:

- Chief Executive
- NRU Board Members
- All NRU Staff
- All affiliated groups and members of those groups
- Representative Team Managers, Coaches
- Players

External Relationships:

- New Zealand Rugby Union
- Provincial Unions
- Service Providers
- Sponsors & Charities
- Club Officials
- Secondary School Officials
- Event Suppliers
- Media
- Public

KEY ACCOUNTABILITIES:

CORE ROLES

PLAYER DEVELOPMENT

- Plan and implement NRU's player development programmes to enhance the ability of all players at school and club level.
- Assist in the development of school and club competitions that will provide competitive, safe, and enjoyable rugby experiences.
- Review and evaluate the success of the programmes and implement change where necessary.
- On a case-by-case basis, assist in establishing successful and thriving rugby programmes that cater to the school or club participant needs.
- Assist in the nomination / selection / review processes.
- Assist the development of 1st XV rugby within secondary schools.
- Coordinate regional teams, including planning season programme, development days, team selection, trial matches, and coach and mentoring review.
- Deliver specific rugby skills sessions.
- Recruit and educate appropriate Resource Coaches to assist with delivering specific NRU programmes.
- Attend key matches where necessary.

RUGBY PARTICIPATION

- Plan and implement NRU's player participation programmes to enhance the ability of all players at school.
- Assist in the development of school and club competitions that will provide competitive, safe, and enjoyable rugby experiences.
- Review and evaluate the success of the programmes and implement change.
- On a case-by-case basis, assist in establishing successful and thriving rugby programmes that cater to the school or club participant needs.
- Deliver specific rugby skills sessions for various age grades.
- Recruit and educate appropriate Teachers to assist with delivering specific NRU programmes from within their schools.

WOMEN'S DEVELOPMENT

- Promote the female game, deliver expert resources and provide player and coach development opportunities that will add value and increase the enjoyment, growth and development of rugby for players at all levels of the game.

COACH DEVELOPMENT

- Work with NRU Community Pathw promote opportunities for school, educational facilities, and club coaches' development.
- Implement and facilitate the delivery of courses and up-skilling sessions including:
 - NZR Developing Coaches modules
 - Rugby Smart programme
 - Small Blacks programme
 - Coaching teenager course
 - Regional coaching sessions / clinics
 - Foundation Course
 - IRB Level 2 Course
 - Provide support and mentoring to coaches and identify potential Rugby Performance coaches.
 - Align coach development opportunities with existing player development sessions.
 - Provide management, direction and support to Coaches, players and volunteers.
 - Coach, motivate and inspire players and coaches to optimize performance.
 - Work with 1st XV coaches, NRU rep team coaches and NRU talent identification team to maintain an NRU player database ranking system across age groups.
 - Attend key matches where necessary.

PLAYER IDENTIFICATION

- Work with Secondary School coaches, Rep coaches and Rugby Managers to identify up and coming young male and female rugby players at each of the following levels: U14, U16, U18, U19.
- Establish and maintain a database of identified players.
- Work with Player Performance Manager to establish a pool of talent scouts from around New Zealand that can provide regular feedback on young players outside the region that may aspire to come to Northland to play their rugby. In particular, those considering attending University or those that have a connection with the province and may wish to return.
- Maintain a database of potential players with their contact details and statistics.

SUPPORTING ROLES

CLUB DEVELOPMENT

- Build strong, healthy relationships with all rugby clubs within the Northland Province through the provision of advice, assessment, guidance, planning support and the development of strong club/school relationships to strengthen rugby within the region.
- Attend Junior and Senior Sub Union meetings on behalf of the Northland Rugby Union
- When required attend Council of Unions, Northland Junior Council and any other appropriate meetings

REFEREE DEVELOPMENT

- Assist in the delivery of the Referee Education programme to deliver expert resources and provide referee development opportunities that will add value and increase the enjoyment, growth and development of rugby for players and referees at all levels of the game

RUGBY FOR LIFE

- Assist Rugby for Life project building on the networks, values and influence of the Northland Rugby Union and the Northland Rugby Community, provide meaningful support to local communities at a local level in all corners of the region, to achieve positive health, education and employment outcomes for Northland.

REPRESENTATIVE TEAMS

- Provide coaching and logistical support to the Northland Representative teams
- Attend Representative games as a NRU Match Manager
- In conjunction with the Community Pathways Manager facilitate the Representative Management inductions and end of year reviews

NPC and FPC HOME GAMES

- Assist the Community Operations Manager in the delivery of the Northland Mitre 10 Cup home games and any preseason games
 - Stadium Set up
 - Game Day Delivery
 - Stadium pack down

COMPETENCIES OF THE POSITION HOLDER:

TECHNICAL SKILLS, KNOWLEDGE AND EXPERIENCE

- An interest in, and knowledge of, rugby in general and within the region.
- Knowledge or understanding of the education sector.
- Have basic accounting/numeracy skills and experience and an appropriate level of IT knowledge.
- Preferably a tertiary qualification in the area of business, sports management or education.

TEAMWORK

- Demonstrated ability to work effectively as a member of a team
- Readily shares info and supports others
- Has effective working relationships with colleagues

WORK ORGANIZATION

- Be able to display sufficient organisational skills to manage and implement a range of different processes across various sectors.
- Proven ability to effectively manage time and assess priorities
- Ability to meet strict deadlines and work under pressure
- Able to effectively control flow of work when handling multiple tasks

PEOPLE SKILLS

- Can easily build rapport with people from diverse backgrounds
- The ability to work with a range of different people including coaches, teachers, volunteers and professionals.
- Great interpersonal skills

COMMUNICATION SKILLS

- Well-developed written and verbal communication skills
- Experience in speaking to and leading groups of people in either a public speaking or work group situation.
- Excellent command of the English language, e.g. spelling, grammar, for preparation of reports and memoranda

RUGBY QUALIFICATIONS

- Experience as a rugby volunteer, preferably with a rugby club background, if possible with involvement in coaching teenager or senior players
- Preferably World Rugby Level 2 or 3 coaching certificate
- Preferably World Rugby Educator

OBLIGATIONS AND EXPECTATIONS AS AN EMPLOYEE OF NRU:

HEALTH AND SAFETY

As an employee of NRU, you are expected to work in a safe manner always by:

- Following safe operating practices and complying with NRU policies
- Considering the safety of others

- Never putting yourself or anyone else in an unsafe situation
- Report immediately any accidents, incidents or hazards
- Wear and use safety equipment as required
- Maintain excellent and safe standards of housekeeping in your place of work
- **Require a full drivers NZ license**

TRAINING AND PERSONAL DEVELOPMENT

As an employee of NRU, you are expected to:

- Maintain up to date knowledge of areas of expertise through approved training.
- Be proactive in applying for training and development courses that will improve your performance and personal development in your role.

TEAM CONTRIBUTION

- In addition to these key responsibility areas outlined in this Position Description, as an employee you are expected to undertake in any additional duties that may be required from time to time and that this should not be looked upon as an exhaustive list.
- Participate in any team activities or group activities to achieve the overall objectives of the organisation.
- Actively work towards achieving the organisation's Annual Performance Targets.

DIGITAL MEDIA

- Uploading Community photos and information to the Northland Rugby Union Social Media platforms
- Supplying media reports of relevant rugby development activities
- When required assist in media release information

APPROVAL AND AGREEMENT:

Reviewed and Approved by:

 KYLIE HARPER
 COMMUNITY PATHWAYS MANAGER

 EMPLOYEE NAME

_____ this date of ____/____/____
EMPLOYEE SIGNATURE