

JOB DESCRIPTION & RESPONSIBILITY STATEMENT

POST TITLE: Rugby Development Officer

LOCATION: Nova Scotia

ROLE AND PURPOSE OF POSITION

Improve the quality of the game of rugby in Clubs and Schools in Nova Scotia across all stages of the LTRD program. The role also includes managing and working within the player development pathway and assisting with Provincial teams and Regional Academies. There is a requirement for the individual to work closely with school and clubs, on an ongoing basis to identify needs and opportunities.

The successful applicant will be tasked with increasing participation in rugby across the province, as well as provide pathways to local rugby clubs and academy streams.

This is a one-year contract and applicants MUST be eligible to live and work in Canada.

If you would like to apply for this position, please send your resume and cover letter to rugby@sportnovascotia.ca

The closing date for applicants is Monday the 24th of December with interviews to take place in first week of January 2019. Only those selected for interviews will be contacted.

REPORTING RELATIONSHIPS

Operational & Functional: President RNS/ Rugby Canada Academy Coach

EXPERIENCE / BACKGROUND

World Rugby Level 2 or actively pursuing

Experience working with / coaching children

SKILLS AND ABILITIES

- Refer to appendix*

RESPONSIBILITIES

- Under the direction of the Rugby Nova Scotia Board & Rugby Canada Academy Coach, locally implement a development plan to ensure delivery of high-quality coaching programmes in targeted clubs, schools and community organisations.
- Deliver initiatives to increase Club and School youth programming and membership.
- Ensure all activities are conducted within budget and secure maximum value for money in the most cost-effective manner at all times.
- As required, deliver World Rugby (NCCP) Coaching courses within the province.
- As required assist coaches achieve L1 accreditation.
- Contribute to the coaching elements of the RNS website.

- Maintain a close working relationship with age grade coaches and ensure appropriate communication occurs to optimise knowledge exchange.
- In conjunction with the Rugby Canada Academy Coach, co-ordinate the Regional Talent Identification Programme in line with RNS policy and support age grade coaches.
- Liaise with the Clubs, and schools to promote succession planning in clubs, to ensure all coaches are on the World Rugby pathway and Club Check-up targets are met.
- Update records of all club coaches (e.g. team coached, courses attended, accreditation level etc.) as required.
- Other duties as assigned.

WORKING PATTERN

The role will require the RDO to discharge their duties under a 5 / 7 working arrangement, working up to 3 evenings a week and 1 day at the weekend. A 37.5 hour work week in total. Core days will be determined in conjunction with RNS and RCAC.

PERFORMANCE MEASURES

i) RUGBY:

- Provide development opportunities to increase the number of quality accredited coaches across Age-Grade and Adult teams.
- Work with schools to introduce Rugby.
- Work with clubs to complete the Club Check-up and assist with plan delivery.
- Delivery of appropriate Continuing Professional Development initiatives for provincial development staff.
- Generate reports on all work areas – coach development, player dev., school dev., etc.
- Co-ordinate Academy sessions, attendance and coaching plans
- Coach one Provincial side

ii) OPERATIONS:

- Delivery of School / Rookie Rugby programmes to agreed quantity and quality.
- Delivery of Coach Development programmes ensuring they are on time and within budget.
- Delivery of Academy Programs to agreed quantity and quality.

iii) PROFESSIONAL APPROACH:

- Maintain high visibility within clubs/schools through visits, seminars and other rugby public occasions and conferences.
- Provide early warning of projects and programmes that are falling behind target or over-running budget.
- Project a positive and professional image of RNS at all times.

*APPENDIX – Skills and Abilities

ESSENTIAL	DESIRABLE
<p>SKILLS</p> <ul style="list-style-type: none"> ➤ Ability to critically review performance process and deliver a quality outcome. ➤ Ability to influence others positively. ➤ Excellent written and verbal communication / presentation skills. ➤ Clarity in decision-making. ➤ Well-developed time-management skills, including the ability to set and meet deadlines and to prioritise work. ➤ Ability to work alone and as part of a team. ➤ Computer-literate. 	<ul style="list-style-type: none"> ➤ Educational / development experience. ➤ Tutoring / course delivery experience
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> ➤ Knowledge and understanding of Canadian /Nova Scotia rugby. ➤ Knowledge and understanding of the Long Term Rugby Development model ➤ A clear understanding of the needs of club coaches. ➤ Applied technical knowledge of rugby which can be demonstrated in management decisions across coaching, refereeing and player development. 	<ul style="list-style-type: none"> ➤ Knowledge of the developmental pathways for rugby players. ➤ Knowledge of specific preparation needs of players and coaches. ➤ Knowledge of the Sport Nova Scotia programs and
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> ➤ World Rugby Level 2 attended, or actively pursuing or evidence of equivalent elite practical rugby experience. ➤ Must have a valid driver's license ➤ Child Abuse Registry Check 	<ul style="list-style-type: none"> ➤ Degree in Teaching / Education related discipline. ➤ Significant coaching experience at a Provincial level. ➤ Degree or similar-level qualification in sports or PE- related discipline, or evidence of equivalent elite practical rugby experience.

<p>EXPERIENCE</p> <ul style="list-style-type: none"> ➤ Significant experience of Rugby as coach or player. ➤ Experience in the delivery of projects through co-ordinated team-work. 	<ul style="list-style-type: none"> ➤ Experience in delivery and design of coach development initiatives.
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> ➤ Ability to gain the confidence, respect and trust of others. ➤ Integrity and Honesty. ➤ Committed, enthusiastic and motivated. ➤ Willingness to accept and encourage constructive challenges. ➤ Flexible and adaptable to circumstances. ➤ Ability to work within a team environment. ➤ Willingness to seek personal development opportunities. 	<ul style="list-style-type: none"> ➤ Willingness and desire to entertain new ideas and seize opportunities. ➤ Ability to think creatively and understand a wider context.