

Job Description

Job Title	Rugby Development Officer
Business Area	Programme Delivery
Location	Jersey Sport, Fort Regent Leisure Centre, St. Helier, Jersey, JE2 4UX
Salary	Band 5 £25,000
Responsible to	Rugby Development
Responsible for	Community Rugby Coach
Contract	Fixed Term – 3 Years
Hours Per Week	37.5
Employer	Jersey Rugby Development Committee
More Information	For more information and job description please visit jerseysport.je\jobs or call Cliff Chipperfield on 07797750438.
Applications	Applications by CV to include statement of experience relevant to job description. Send to Cliff Chipperfield at cliff.chipperfield@jerseyreds.je .
Closing Date	5pm Monday 2 nd October
Background	<p>Jersey Sport was formed on 1 June 2017 as the independent body for the development of sport and active living in Jersey. Jersey Sport's mission is to lead, champion and enable participation and excellence in sport for everyone in Jersey and for the island as a whole, thereby contributing to a healthier, fairer and more attractive society.</p> <p>Jersey sport is an arm's length body from the States of Jersey and receives an annual grant from them to operate various sports and physical activity initiatives across the island.</p>
Rugby Development Officer	<p>The Rugby Development Officer (RDO) will be responsible for delivering the key strategic objectives of the RFU and Jersey Sport. Central to these objectives will be the provision of high quality development support to schools, communities and RFU member clubs in Jersey. The RDO will build strong and effective relationships with club volunteers, constituent bodies and develop strong external relationships that you will use to support the growth and development of the game, improving the quality of experience for existing players and members whilst developing and implementing local strategies to grow the game.</p> <p>The RDO will have a particular focus on delivering a programme of physical literacy through rugby, supporting clubs to sustain players aged 14-24, and developing regular opportunities for women and girls to play the game. They will assist clubs to grow their operations to enable all variants of the game to be played and to strengthen social membership. The role also includes line management of the Community Rugby Coach to assist in this work and work collaboratively with other Jersey Sport and RFU staff, regionally and nationally, to ensure effective and co-ordinated local delivery of Rugby.</p>

The behaviours we bring with us to work

Welcoming and Inclusive	Creating a positive learning environment Recognising the needs of a diverse user group Teamwork
No Stone Left Unturned	Do what you say Welcoming feedback Maximising resources available to you
Social Awareness	Having a positive impact Adaptable in a flexible environment Recognising and accepting differing priorities
Committed to Success	Problem solving and outcome focus Creative, independent and forward thinkers Putting your hand up
What we expect of each other	High standards Safety First Adherence to Policies and procedures

Tasks I must do to successfully fulfil my job role

Job specific tasks	As well as being able to demonstrate the core behaviours of the organisation and the specialist competences required of the role there are a number of specific tasks that will be routinely required of the post holder. In addition the post holder is required to carry out any task necessary to ensure we continually deliver exceptional service to our customers. The job specific tasks are detailed below.
Key tasks	<ol style="list-style-type: none"> 1. Work with each club to establish and maintain a comprehensive picture of the current playing position and develop strategies with the clubs to retain and develop existing players. 2. Support clubs to sustain and grow players particularly aged 14-24, and develop regular opportunities for women and girls to play the game. 3. Promote physical literacy through PE and after school rugby lessons in all primary schools. Ensure all pupils develop appropriate skills in turn giving the confidence to participate in different physical activities, sports, and games. 4. Actively seek out local opportunities to grow and extend the reach of the game by working with agencies and individuals to develop Touch Rugby provision. 5. Provide a programme of Coach, Official and Volunteer development that meets the needs of clubs, schools and colleges in Jersey. 6. Production of succinct, relevant & agreed reports on progress against all key objectives in the job holder's area of responsibility. 7. Effective support and performance management of the Community Rugby Coach to include recruitment, work programming, performance management and any disciplinary issues

The experience you must have

E = Essential	E	Practical sports development or teaching experience.
D = Desirable	E	Vision, motivation, enthusiasm and ability to work with diverse groups of young people.
	E	Ability to demonstrate safe working practices in the delivery of rugby tuition.

D	Competent user of the main IT packages used in commercial environments, in particular Word & Excel.
D	Experience and ability to deliver workshops and training.
E	Ability to work as part of a team but equally important is the ability to use initiative and make independent decisions when appropriate.
E	Excellent time management skills with the ability to priorities and adapt to rapidly changing situations.
E	Ability to quickly master new systems and processes and to sustain a high level of performance whilst under pressure.
E	Excellent communication, liaising and interpersonal skills. Confident in dealing with schools, clubs, parents and other relevant stakeholders.

The qualifications you must have or be prepared to work towards

E = Essential D = Desirable	E	A national governing body sporting qualification in sport at Level 2, but preferably 3
	D	Demonstrate a progressive personal development programme of qualifications/training relevant to your career.
	D	Formal qualification in MS Office or able to demonstrate competency.
	E	Excellent communication, liaising and interpersonal skills. Confident in dealing with schools, clubs, parents and other relevant stakeholders.

Additional Information

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity including evenings and weekends.

The role description, person specification, role grade and role title may be subject to change at the discretion of the Jersey Sport and the RFU and in accordance with business developments. Any changes will be communicated to the role holder as appropriate.

As the postholder will work at various locations in Jersey a valid UK or Jersey driving licence is required.