

**TASMAN RUGBY UNION RUGBY DEVELOPMENT OFFICER – MARLBOROUGH**



**PROPOSED POSITION DESCRIPTION**

(This document is subject to review from time to time)

<b>POSITION DETAILS</b>	
<b>TITLE:</b> Rugby Development Officer	<b>Name:</b>
<b>Reports to:</b> Community Rugby Manager	<b>Location:</b> Tasman Rugby Head Office, Blenheim
<b>Reporting to this Position:</b>	
<b>FUNCTIONAL RELATIONSHIPS:</b> <b>Internally</b> <ol style="list-style-type: none"> <li>1. Community Rugby Manager</li> <li>2. Operations &amp; Competitions Manager</li> <li>3. RDO &amp; JRDO Nelson and Blenheim</li> <li>4. Chief Executive</li> <li>5. CoD &amp; MRSU</li> <li>6. JAB</li> <li>7. Marlborough Boys College</li> <li>8. Other Tasman Rugby Union Personnel</li> </ol>	<b>Externally</b> <ol style="list-style-type: none"> <li>1. TRU stakeholders</li> <li>2. NZR personnel</li> <li>3. PU personnel</li> </ol>
<b>POSITION OBJECTIVE:</b>  To develop and implement programmes that maximise the participation of players and coaches to develop their skills and provide even and competitive competitions at primary, secondary schools, club and representative level	

**PURPOSE OF THE POSITION:**

The Rugby Development Officer is an integral member of the TRU Community Rugby team and Marlborough Rugby and is expected to develop a working knowledge of the TRU's goals and objectives and contribute to the achievement of these to the best of their ability.

- To deliver the regions participation goals through collaborating with clubs and schools, promoting benefits to participation and driving registration campaigns
- To develop and implement programmes that maximise the participation of players, coaches and referees at all levels of rugby
- To attract and retain players and coaches through the delivery and implementation of rugby products and programmes within primary, intermediate and secondary schools and clubs across the region
- To manage integrated relationships with schools and clubs to promote seamless transition of participation
- To enhance the image of rugby through the province, being a positive role model through all aspects of rugby development

**KEY DUTIES:**

1. Rugby Development Officer – Marlborough and Tasman region
2. Facilitate leadership of the Tasman Rugby Office (Marlborough) to all stakeholders
  - development of strong internal and external relationships
  - be the face of rugby in Marlborough
3. Match day operations leader for club, sub union and Mitre 10 Cup rugby in Marlborough
4. Operational responsibility and selection for Tasman Rugby Union (Marlborough) representative teams and coaches under 16 and below
5. Develop, review and evaluate Rugby Development Plan and Programs for specific areas that focuses on recruitment, retention and training of players, coaches and referees
6. Provide leader and direction to the club appointed RDO's
7. Manage the Community Rugby Digital Communication including app and all social media

KEY RESULT AREA	KEY ACTIVITIES & RESULTS:
Rugby Participation across Schools and Clubs	<ol style="list-style-type: none"> <li>1. Develop and implement a rugby participation growth strategy for the region that attracts, retains and develops players and coaches</li> <li>2. Collect and analyse participation data and information across schools, clubs and age groups to identify key focus areas for retention and growth</li> <li>3. Establish and deliver to a “call cycle” across the region to ensure collaboration and strong relationships with clubs and schools</li> <li>4. Ensure the delivery of the player and coach registration process</li> <li>5. Manage and coordinate Marlborough Boys Schools age grade rugby programme</li> <li>6. Facilitate relationships and act as the catalyst between clubs and schools to ensure a seamless transition for players to progress between school and club rugby</li> <li>7. Input and maintain NZR player monitoring systems</li> </ol>
Player Development	<ol style="list-style-type: none"> <li>1. Plan and implement TRU’s player development programmes to enhance the ability of all players at school and club level</li> <li>2. Review and evaluate the success of the programmes, implement change</li> <li>3. On a case by case basis, assist in establishing successful and thriving rugby programmes that cater to the school or club participant needs</li> <li>4. Assist the development of 1st XV rugby within secondary school</li> <li>5. Coordinate regional teams, including planning season programme, development days, team selection, trial matches and coach and mentoring review</li> <li>6. Deliver specific rugby skills sessions</li> <li>7. Recruit and educate appropriate Mako Mitre 10 coaches and Resource Coaches to assist with delivering specific TRU programmes</li> <li>8. Formulate and implement both long term and annual plans to recruit and retain players at School and Club level irrespective of gender</li> <li>9. Annually, at the commencement of the school year undertake recruitment drives at all schools in preparation for the rugby season including school visits, development of promotional materials</li> </ol>
Talent Identification	<ol style="list-style-type: none"> <li>1. Contribute to successful talent identification systems across school and club rugby, working with TRU staff, key school and club coaches in the identification of players with potential from U14’s to u18’s level</li> <li>2. Attend all key matches where necessary</li> </ol>

Coach & Rugby Development	<ol style="list-style-type: none"> <li>1. Comprehensive coach recruitment, retention plan and programme is developed and implemented</li> <li>2. To promote, plan and implement programmes and opportunities for school and club coaches' development that will enhance the playing ability of all players at primary and secondary schools and club level</li> <li>3. Implement and facilitate the delivery of courses and upskilling sessions including:             <ul style="list-style-type: none"> <li>○ NZR Developing Coaches modules</li> <li>○ Rugby Smart programme</li> <li>○ Small Blacks</li> <li>○ Coaching teenagers course</li> <li>○ Regional coaching sessions / clinics</li> <li>○ Provide support and mentoring to coaches and identify potential High-Performance coaches</li> </ul> </li> <li>4. Align coach development opportunities with existing Mitre 10 &amp; Academy player development sessions</li> <li>5. Assist the NZR when required the in the review and development of coaching resource</li> <li>6. Oversee Marlborough Boys College age grade programme for all players</li> <li>7. Plan and implement holiday coaching programmes for school children in each term holidays</li> <li>8. Assist in the planning of the annual calendar of Coach Development coaching courses</li> <li>9. Working alongside other TRU Rugby Development staff, plan and deliver coaching courses, including but not limited to; Small Blacks, Rugby Smart, Teenage Coach and Front Row Factory</li> <li>10. Manage the selection, training and appointment process of representative coaches in Marlborough</li> <li>11. Support on-going coach development through practical sessions and mentoring programmes for all Marlborough Representative coaches</li> <li>12. Identify high potential coaches to ensure individual development plans are developed and implemented</li> <li>13. Attend New Zealand Rugby workshops and courses to increase coaching knowledge and current trends</li> </ol>
Tournaments	<ol style="list-style-type: none"> <li>1. Drive the development of innovative and different school and club tournaments that will provide engagement, competitive, even, safe and enjoyable encounters including but not limited to rippa, 7-a-side and 10-a-side</li> <li>2. Organise representative fixtures for all primary and secondary school age groups and ensure the efficient hosting of such fixtures when played at home</li> </ol>

<p>Health &amp; Safety</p>	<ol style="list-style-type: none"> <li>1. Serious Injury Data is provided to TRU and NZR in a timely and accurate manner <ul style="list-style-type: none"> <li>○ To facilitate Injury Prevention Workshops directed at Referees, Coaches and Players</li> <li>○ To facilitate NZR/ACC injury prevention initiatives</li> <li>○ To foster close relationships with local agencies to ensure the safest environment is provided to players</li> <li>○ Provide Significant Injury data to the NZRU as required</li> <li>○ Act as the liaison officer between the Union and any victim of a significant injury particularly during rehabilitation</li> </ul> </li> <li>2. As an employee of TRFU, you are expected to work in a safe manner always by: <ul style="list-style-type: none"> <li>○ Following safe operating practices and complying with TRFU policies</li> <li>○ Considering the safety of others</li> <li>○ Never putting yourself or anyone else in an unsafe situation</li> <li>○ Report immediately any accidents, incidents or hazards</li> <li>○ Wear and use safety equipment as required</li> <li>○ Maintain excellent and safe standards of housekeeping in your place of work</li> <li>○ Take an active interest in the safety performance of the workplace</li> </ul> </li> </ol>
<p>Marlborough Rugby Trend Analysis</p>	<ol style="list-style-type: none"> <li>1. Undertake SWOT analysis on all rugby participation in coaching and playing</li> <li>2. Analysis of player participation by age and by gender</li> <li>3. Analysis of both national and local trends in other competing sporting codes with the sole purpose of developing programmes to maximise participation in rugby</li> <li>4. Provide the NZR with data specific to participation at School and Club level</li> </ol>

Tasman Rugby Office Administration	<ol style="list-style-type: none"> <li>1. Provide direction, facilitate and ensure all Tasman Rugby matters are answered directly in a timely manner to the appropriate stakeholders, staff member, clubs, schools and community</li> <li>2. Attend and be active leader in Junior Advisory Board and Council of Delegate/ MRSU Board meetings</li> <li>3. The face and leader of Marlborough community on rugby matters</li> <li>4. Manage and facilitate Lansdowne Park for all club and representative fixtures</li> <li>5. Manage &amp; establish Community Rugby digital communication</li> <li>6. Develop annual budgets for presentation to the Community Rugby Manager prior to the commencement of the new fiscal year Operate within budget and report on performance as and when required</li> </ol>
General	<ol style="list-style-type: none"> <li>1. To be a productive and positive team member of the TRU staff</li> </ol>

**Person Profile**

**COMPETENCIES/ATTRIBUTES:**

Technical Skills, Knowledge and experience	<ul style="list-style-type: none"> <li>• Experience in a teaching role or a role that developed technical skills in programme design and delivery</li> <li>• Experience in managing a budget</li> <li>• A detailed strategic and technical knowledge of the game and a passion/commitment to it</li> </ul>
People/ Communication Skills	<ul style="list-style-type: none"> <li>• Empathy and understanding of an individual's needs regardless of background and ethnicity</li> <li>• Good relationship management skills – effectively builds and maintains effective long-term networks and relationships with key stakeholders, service providers, and associated organizations and agencies</li> <li>• Excellent mentoring/coaching skills</li> <li>• Effective counseling skills – the ability to listen effectively and to provide appropriate direction and support. Knows when it is appropriate to seek more qualified/expert assistance</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Builds and maintains effective working relationships with colleagues and external stakeholders</li> <li>• Readily and willingly shares information and supports the work of others</li> <li>• Works collaboratively and co-operatively with others</li> <li>• Works hard and can resolve conflicts when they arise, and to maintain organisational harmony</li> </ul>

**QUALIFICATIONS AND EXPERIENCE:**

Qualifications and	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Management, Sport or other relevant work experience</li> </ul>
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Education (if applicable)	would be advantageous
Experience	<ul style="list-style-type: none"><li>• A proven record as a Senior Administrator in a sport</li><li>• The listed essential experience / knowledge to have been gained in a rugby environment – preferred especially as an elite player or senior club player</li></ul>