JOB DESCRIPTION & RESPONSIBILITY STATEMENT

POSITION TITLE: Club Community Rugby Officer (CCRO)

ROLE & PURPOSE OF THE POSITION:

The role of the CCRO is to support club volunteers to increase the number of male and female players. The CCRO ensures that clubs have the appropriate capacity and capability to increase the number of participants and effectively engage with the local community.

There is a requirement for the individual to work closely with clubs / schools / community groups and the area RFC on an ongoing basis to identify needs and opportunities.

REPORTING RELATIONSHIPS:

Operational: Area Community Rugby Officer

Functional: Community Rugby Manager & Director of Rugby in designated RFC

KEY QUALITIES:

Essential:

- Holds appropriate mini and foundation qualification or a commitment to attain same
- 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
- Ability to gain the confidence, respect and trust of others
- Integrity and honesty
- Committed, enthusiastic and motivated
- Excellent communication skills both written and verbal
- Flexible, and adaptable to circumstances
- Will have access to own transport and full driver's license
- Will have access to internet
- Computer literate

Desirable:

- Knowledge of the developmental pathways for rugby players
- Knowledge of specific preparation needs of players and coaches
- Knowledge of the sporting landscape within the Isle of Ireland

RESPONSIBILITIES:

- Assist the CRO in running of LTPD Stage 1(Mini) and Stage 2(Foundation) Courses
- Assist the CRO in the running of LTPD Stage 1 and Stage 2 Seminars
- Attend all in service training days run by CRO
- Under the leadership of the CRO deliver blitzes /extravaganzas at club venue. Dates to be confirmed three weeks in advance with CRO
- Submit articles and pictures of all blitzes and actions of interest within season - minimum of 5 articles per season
- Maintain up to date records of all clubs and their status/progress against agreed Rugby Operational Development Plans
- Identify potential feeder schools for clubs, and initiate interaction with schools. Prioritise schools for a rugby development programme and as required deliver these programmes (e.g., organise a block schedule to include coaching sessions, courses as per individual school needs).
- Have a basic knowledge of support documents / templates available to clubs
- Work with clubs so that they will benefit from provincial programmes to develop and recognise volunteers
- As required, implement seminars/workshops to increase the knowledge and expertise of volunteers
- Facilitate the operation of summer camps as requested (if within contract at this time).
- Facilitate projects as determined by the Community Rugby Manager.
- Submit articles and pictures of all blitzes and actions of interest within season - minimum of 5 articles per season
- Run and document Play Rugby Programs – Primary and Girls, as agreed with CRO
- Visit designated schools, through agreement with CRO, to develop all aspects of the game, whilst promoting rugby in a positive, safe and healthy manner.
- Assist in the development of council programmes such as council cups and teams as directed by CRO
- Will at all times present him/herself in a professional manner and will wear the designated Leinster Rugby Training Gear
- Will foster a self-sustaining rugby playing culture within the schools including coaches and administrators
- To be available to the branch to carry out further duties in accordance with his/her ability/qualification on occasions during the season
- The CCRO will fill in a monthly report form which will be returned by email to Leinster Rugby Community Rugby Manager
- To be available at Stage 1 LTPD to be the Leinster Rugby representative endorsing the 'Leinster Way' and supporting Stage 1 coaches through workshops and coaching clinics
- When requested the CCRO will return a folder documenting work to CRO. This folder shall be signed off and where possible stamped by:
    - Headmaster of School(s)
    - Club representative
- Carry out any other duties that may be assigned from time to time

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.