

JOB DESCRIPTION & RESPONSIBILITY STATEMENT



1. POST TITLE: Women's Rugby Participation Officer (Part Time)

2. LOCATION: South Munster (Cork based)

3. REPORTING RELATIONSHIPS

Operational: Munster Participation & Operations Manager
Functional: Munster Head of Rugby Development

4. ROLE AND PURPOSE OF POSITION

- To provide rugby development services to Schools, Clubs and Colleges and to assist the Women's Development Officers' (WDOs') in providing support services throughout the season as required.
- To increase female rugby participation in Schools, Clubs and Colleges and develop emerging talent.
- To educate coaches and volunteers in relation to best practice.

5. KEY QUALITIES

- IRFU Coaching Qualification at Stage 1 or Stage 2 (Mini or Foundation).
- Proven experience and involvement in rugby.
- Previous experience in the delivery of sporting programmes to clubs and schools.
- Able to work flexible hours, including weekends & evenings.
- Full Driving License and access to a form of transport for business use that will permit the individual to meet the requirements of the role in full.
- Understanding & commitment to the IRFU Child Safeguarding policy in relation to dealing with underage players.
- Excellent organisation, communication and teamwork skills.
- Strong time management skills and intra-personnel skills.
- Ability to work alone and as part of a team.
- Strong working knowledge of excel, word and email.
- Ability to manage, present and teach in an effective manner.

6. KEY RESPONSIBILITIES

- Responsible for increasing participation in the girls/women's game in identified clubs, schools and colleges.
- Advise and support existing clubs to build capacity to ensure sustainability and continued growth of the game at all levels.
- Develop Girls Mini-Rugby sections in targeted clubs.
- Visit Primary & Secondary schools with the aim of promoting and developing all facets of the game of rugby union in a positive and safe manner and encourage linkages back to local rugby clubs.
- Work with local clubs' and schools to support volunteers and assist them with on field development.

- Maintain accurate records of all activities undertaken.
- Under the guidance of the Women's Development Officers', deliver blitz days and competitions.
- Develop positive working relationships with stakeholders, teachers, coaches, club members and community volunteers.
- As required assist with additional duties as directed by the Munster Participation & Operations Manager

7. PERFORMANCE MEASURES

- An increase in the number of players, teams & games in Schools & Clubs.
- Achievement of annual KPIs as outlined in the Munster Strategic Priority 2: A Brilliant Provincial Game.
- Portray a competent and professional image of Munster Rugby on behalf of the Rugby Development department.