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# JOB DESCRIPTION

FULL TIME DEVELOPMENT OFFICER

**REPORTING TO:**

Director: Head of Development

**DATE** January 2019

**PURPOSE**

To implement the Scotland Rugby League strategic plan resulting in increased participation in the sport through primary and secondary schools and local clubs along with increased Scottish Governing Body (SGB) Membership

**CONTEXT**

The Development Officer will develop close working relationships with targeted primary and secondary schools in Glasgow and Edinburgh plus other target areas, and ensure that this work ties in with the long term development of local clubs. The Development Officer will work with clubs to ensure they have a sustainable development plan. The Development Officer will have a good working relationship with Rugby Football League’s Development Team based in Leeds/Manchester to leverage additional resources and support as required in the completion of their role.

**RESPONSIBILITIES**

* Develop and implement a development plan for Scotland Rugby League (SRL) in line with the strategic plan for 2019–2021.
* Develop and support development plans for all clubs; to grow stronger clubs and increase their capacity and membership.
* Support the development of rugby league in clubs and schools already involved in the sport and identify and develop avenues for new schools and clubs.
* Develop robust partnerships and effective communication channels with and between clubs, schools, local authorities, Active Schools, further/higher education groups, community/voluntary groups and any other relevant local and national partners.
* Promote and drive an increase in club and governing body membership.
* Report to the Board of SRL on progress against targets and implement an effective monitoring and control system.
* Maintain budgetary control for designated resources to ensure projects are delivered on

time and within agreed budgets.

* Oversee data collection for clubs, to allow evaluation and recommendations to be made

for future planning.

* Monitor and measure workforce analysis for clubs including head coach, assistant coach, strength & conditioning, team manager, physio, volunteers, match officials.
* Develop and support appropriate levels of competitions with regional volunteers that results in a 12-month activity Calendar.
* Maintain a comprehensive knowledge and promote opportunities for clubs to access

additional resources, including being a point of contact for information on funding streams.

* Identify CPD needs for coaches, leaders, teachers, officials and volunteers across Scotland and facilitate appropriate training courses and/or signpost accordingly.
* Market and promote SRL and RFL programmes, products and services.
* Network and liaise as an ambassador for SRL nationally with other key partners.
* Undertake other activities as required by SRL.

**PROFESSIONAL DEVELOPMENT**

The Development Officer will take part in continuing professional development (CPD) activities to enhance their effectiveness. This will include participation in an agreed training programme and the pursuit of other appropriate personal and professional development activities.

**LOCATION**

The SRL office is based in Caledonia House, South Gyle, Edinburgh.

The role will involve travel throughout Scotland.

The role requires some work to be performed in the evenings and weekend.

Membership of the Protection of Vulnerable Groups Scheme will be essential on taking up appointment.