



JOB DESCRIPTION & RESPONSIBILITY STATEMENT

POST TITLE: Part-time CIT Community Rugby Officer

LOCATION: Cork

ROLE & PURPOSE

To facilitate the continued strategic development of Rugby at CIT by working with the student clubs (men's and women's) to increase participation and sporting opportunities at performance and recreational levels.

REPORTING RELATIONSHIPS

Operational: Community Rugby Manager / CIT Sport & Recreation Officer

Functional: Domestic Rugby Manager

RESPONSIBILITIES

The main duties include:

- To create and implement a quality programme of coaching, as required by student clubs, to maximise participation and performance of competitive teams.
- To organise and deliver an innovative programme of 'Recreational Rugby' to attract new participants of all levels and create pathways for continued participation within student clubs.
- To assist, as required by Munster Rugby and the student clubs, with the administration function of Rugby within CIT.
- To link with Munster Rugby to position the delivery of CIT rugby programmes within the wider sporting context.
- To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective and friendly environment at all times.
- Promote and increase awareness of Rugby at CIT.
- Ensure the implementation of effective monitoring and evaluation systems for work programmes.
- Liaise with relevant staff and student officers to agree facility availability and access for the delivery of all sessions.
- Assist with the management of the equipment inventory for student clubs.
- Provide the Sport and Recreation Officer/Munster Rugby with concise progress reports relating to agreed monthly, quarterly and annual work programming scheduling.
- Weekly reporting and administration duties.

KEY QUALITIES

Essential

- Leaving Certificate Qualification
- Level 1 (Stage 3 LTPD) Rugby Coaching Qualification and/or High Level (Stage 4 LTPD) equivalent playing experience and ideally, experience in dealing with volunteers/organisations in a support capacity.
- Understanding of stage 3 to 4 of the IRFU LTPD.
- Strong working knowledge of excel, word and email.
- Excellent written and verbal communication/ presentation skills.
- Ability to work alone and as part of a team.
- Well developed time management skills including the ability to set and meet deadlines and to prioritise work.

Desirable

- Higher Diploma/Degree level qualification in a sports related area.
- Hold a Level 2 Rugby Coaching Qualification.
- Hold a valid First Aid Certificate.
- Experience of mentoring and/or supervising volunteers/assistant coaches.

CIRCUMSTANCES

- Ability and willingness to work unsociable hours, including evenings and weekends.
- Hold a full Driver's Licence and have access to own transport for work purposes.
- Available and willing to undertake training necessary for the post.

PERFORMANCE MEASURES

- Maintain effective relationships with other CRO's and Development staff within the province and those members of other organisations or volunteers who are also contributing to the Development of Rugby within the province.
- Carry out duties and responsibilities within limited supervision.
- Make effective and informed decisions in relation to the role, particularly with reference to the outcome goals established in the IRFU Strategic Plan.
- Portray a competent and professional image of the MBIRFU.