



## JOB DESCRIPTION

<b>Position:</b>	Grassroots Regional Rugby Coordinator – Dorset
<b>Reports to:</b>	Grassroots Manager
<b>Location:</b>	<p>Activity based at schools and rugby clubs in Dorset, with a full-time base in region to be provided and agreed with line manager.</p> <p>Remote working in location, with weekly visit to Bath for team meeting.</p> <p>Company vehicle will be provided.</p>
<b>Main Purpose:</b>	<p>Using the brand of Bath Rugby and the power of sport, we are committed and proud to inspire the next generation of rugby players as well as fans.</p> <p><b>Key Objectives</b></p> <ul style="list-style-type: none"> <li>- Manage and nurture relationships with key stakeholders at all grassroots rugby clubs throughout Dorset</li> <li>- Manage and nurture relationships with key stakeholders at target schools throughout Dorset</li> <li>- Lead on all grassroots rugby clubs and school coaching delivery throughout Dorset</li> </ul>
<b>Job Role:</b>	<ul style="list-style-type: none"> <li>• Work with Grassroots Operations Manager and Coach Development Manager to ensure successful delivery of coaching activity throughout Dorset</li> <li>• Drive growth of Schools Partnership and Club Affiliate Programme throughout region</li> <li>• Coordinate and manage all Bath Rugby grassroots events and experiences throughout region</li> <li>• Build annual delivery and events calendar ensuring maximum impact throughout Dorset</li> <li>• Work with Women and Girls Development Lead to help drive participation throughout girls' school, age-grade and senior rugby</li> <li>• Work with RFU, Council, Premiership Rugby, Bath Rugby Foundation and other key stakeholders throughout region to align delivery schedules</li> </ul>

	<ul style="list-style-type: none"> <li>• Build reliable roster of experienced and capable casual coaches available to assist with delivery throughout Dorset</li> <li>• Identify opportunities specific to Dorset region, helping increase revenue and engagement across all rugby clubs and schools</li> <li>• Support the Grassroots Ops Exec to complete Health &amp; Safety RAMS (Risk Assessments and Method Statements) documents for each experience ensuring full compliance with club, RFU and PRL regulations/standards.</li> <li>• To ensure the Bath Rugby brand integrity is maintained throughout all delivery The role holder must be an effective team member with sufficient flexibility and willingness to take on roles outside his/her normal functional responsibility when required. To have the stamina, perseverance and flexibility to cope with unsociable hours, and able to commit to work regular weekend and evening hours to meet the needs of clubs and schools.</li> </ul>
<p><b>Candidate Requirements:</b></p>	<p><b>SKILLS &amp; EXPERIENCE</b></p> <p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Rugby enthusiast with RFU Level 2 coaching qualification or ERCA</li> <li>• Admin/Management experience within Rugby is preferred</li> <li>• Ability to think proactively, creatively and analytically</li> <li>• Ability to work under pressure and to deadlines, across multiple projects</li> <li>• Ability to develop strong relationships with key stakeholders</li> <li>• A strategic thinker with a demonstrable understanding of the financial implications (profit and loss) of each event</li> <li>• A valid UK driving license will be required</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• RFU Level 3 coaching qualification</li> <li>• Higher education degree or qualification in relevant subject</li> <li>• First-aid trained and safeguarding awareness (desirable)</li> </ul> <p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Collaborative working style and good team player</li> <li>• Highly organised and diligent</li> <li>• Excellent written, verbal communication and negotiation skills</li> <li>• Knowledge of event management</li> <li>• Willingness to learn and develop</li> <li>• Self-motivated</li> <li>• Willingness to work flexible hours</li> </ul>

	<ul style="list-style-type: none"><li>• Thrives under pressure and adept at meeting deadlines</li><li>• Good attention to detail and accuracy</li></ul>
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To comply at all times with the Health & Safety regulations and safe working practices in accordance with current legislation and as detailed in the Company's Health & Safety Policy and Procedures.

To comply at all times with the General Data Protection Regulations in accordance with current legislation and as details in the Company's Privacy Policy.

IT SHOULD BE NOTED THAT THE JOB DESCRIPTION MAY BE CHANGED FROM TIME TO TIME AS THE BUSINESS OR DEPARTMENT DEVELOPS. SUCH CHANGES WILL, HOWEVER, BE DISCUSSED WITH YOU.

Signed ..... Job Holder

.....Immediate Manager

Date .....