## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Organisation/Department/Unit:</th>
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<tbody>
<tr>
<td>Regional Rugby Manager – Central BOP</td>
<td>BOPRU Inc</td>
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<thead>
<tr>
<th>Current Position Holder:</th>
<th>Reports to:</th>
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<tbody>
<tr>
<td>Nil</td>
<td>Operations Manager</td>
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<table>
<thead>
<tr>
<th>Hours:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>1 FTE</td>
<td>Regionally based</td>
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<tr>
<th>Date Completed:</th>
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<tr>
<td>August 2017</td>
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### PURPOSE OF THE POSITION:

To drive the development of Rugby in the sub region with focus on improving Coaching while also contributing to increasing participation and improving HP outcomes

Oversee activities of other Rotorua based BOP staff including Junior Rugby Officer and S&C Coach

To enhance the relationship between BOP Rugby and its stakeholders at all levels.

### Accountability Statements

#### Improve Coaching (45%)
- Lead the delivery of NZR Coach Development courses in the sub region
- Delivery of agreed hours of Coach support to all Clubs and Secondary Schools and report on these agreements on a fortnightly basis
- Provide one on one support to Coaches undertaking Principles of Rugby Coaching (Level 2)
- Utilise support from the Coaching Development Manager and other HP Coaches
- Identify other opportunities that will enhance the retention and development of Coaches

#### Pathways (25%)
- Working with High Performance, implement a development plan for identified coaches and players in CBOP
- Assist the ID of players in CBOP working with the Academy Manager
- Working alongside other Community staff to assist the co-ordination of all sub union and union representative team programmes
- Assist with delivery of opportunities for Maori Youth via Te Waiariki Rugby

#### Participation (20%)
- Oversee an overall participation plan for Rugby for the sub region including the development of new initiatives to promote growth, including 7’s events, Rippa, Schoolgirls initiatives
- Promoting Primary School and Junior Club Rugby links and Secondary School to Senior Club links
- Manage the delivery of current participation based events, including:
  - Rippa Rugby World Cup
  - Rippa Rugby Fun Days / Modules
  - Regional Sevens tournament
- Assist with other events including:
  - Secondary Schools Finals Day
  - Ellis Shield Day, Champion of Champions, Tai Mitchell
- Contribute to player transition into secondary schools and into Senior clubs to encourage ongoing participation

| Relationship Management (5%) | • Establish and maintain effective and efficient communication links with the sub union, secondary schools, primary schools and clubs within the area
• Support Coach, Player and Referee staff with recruitment, development and retention initiatives when required.
• Communicate with all key stakeholders regularly by phone, e-mail or face to face meetings |

| Other Duties (5%) | • Undertake other reasonable duties as requested to meet team and/or organisation objectives.
• Work alongside other BOPRU staff to ensure the office runs smoothly and the office environment is positive. |

**Reporting Relationships:**

This job reports to: Operations Manager

**Authorities / Dimensions of the job:**

Budgetary - Does not control a budget

**Reporting and Performance Review information**

Performance review - 6 monthly written performance appraisal

**Relationships/Interactions:**

<table>
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<th>External</th>
<th>Internal</th>
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| - New Zealand Rugby Union
- Other Provincial Unions
- Constituent clubs, schools and affiliated organisations.
- Local Authorities | - All BOP Rugby Union Staff
- BOP Rugby Union Board
- BOP Rugby Union Rugby Committees |
**PERSON PROFILE**

### Competencies / Attributes:
- Outstanding personal organisational skills
- Passionate about Coaching Rugby and its impact on players and relevant experience and qualifications in this field
- Excellent Office administration skills with the ability to work independently and in a team environment
- Have basic accounting/numeracy skills and experience and an excellent level of IT knowledge.
- The ability to meet strict reporting and organisational deadlines and work in pressure situations.
- A wide knowledge and understanding of sports administration including event management
- Ability to assist in a range of activities and programmes.
- Demonstrate an ability to develop positive working relationships across all sectors of the community.
- Excellent computer, written and oral communications skills.
- Positive personality and willing attitude
- An interest in, and knowledge of, rugby in general and within the region.

### Qualifications and Experience:

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<tr>
<th>Qualifications and Experience</th>
<th>Proven experience to operate independently while also having ability to build a strong support network</th>
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<tr>
<td></td>
<td>Strong IT skills</td>
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<td>Preferably experience / qualifications in the area of Coaching</td>
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<td>Experience as a sports volunteer, preferably with a rugby club background</td>
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<td>Experience in presenting information to groups</td>
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**Manager's Signature:**

**Job Holder's Signature:**

**Date:**

**Date:**