

Development Officer Job Description

23 March 2018

What will the Development Officer do?

The Development Officer's primary objectives are to get more people playing rugby fives and to get more money coming into the Rugby Fives Association (RFA). This requires:

- promoting the game to a broader section of the population by:
 - liaising with local regional and national media to ensure they have interesting and timely information and stories about fives and being available for interviews about the sport;
 - making use of social media such as Twitter, Facebook and Instagram and building up followers on these outlets;
 - working with schools and community centres to develop greater awareness of fives as a possible new sport.

- working with local clubs to:
 - help them recruit new members to the local club through liaison with local schools, colleges and community centres;
 - persuade them to embrace a more financially sustainable model of club membership, with members paying a monthly subscription, which in turn helps the club pay its affiliation fee to the RFA;
 - provide practical support to the club in respect of provision of gloves and balls, access to coaching, promotion of competitions, financial support for attendance at competitions and finance for minor court repairs;
 - persuade local club members to become fully paid up members of the RFA and 100 Club.

- working with the RFA Marketing Committee to:
 - identify and promulgate key messages to take out to identified priority audiences

- working with the RFA Clubs Committee to:
 - identify the most appropriate type or types of club membership for local clubs to help provide local financial sustainability

- working with the RFA Finance Committee to:
 - support major fund-raising initiatives such as for building new courts

Core skills and attributes required

- Enthusiasm in the role. Absolutely essential.
- Communication skills. Able to explain what fives is and how it benefits individuals.

- Ability and willingness to call up new contacts and to develop relationships with them.
- Willingness to travel and work out of hours. Liaison with clubs could mean being present at club evening meetings around the country. Attendance at competitions would be beneficial.
- Enterprising. We want the Development Officer to come up with new ideas as to how we can develop fives.
- Organised. Able to organise events such as demonstration games by top players in front of young people new to the game. Ensuring that details of such events are fully attended to and dealt with.
- IT literacy is essential with good working knowledge of email, the internet, Office applications and video-conferencing.
- Having PR skills would be nice to have but not essential.

Contractual matters

- The initial contract is for two years. It may be extended on the back of the successful Development Officer helping to raise additional funding for the continuation of the role
- The role is part-time with between 15 and 22.5 hours worked a week. Travel time is not included in the official hours of work.
- The Development Officer will be based at home and is expected to travel around the UK in order to liaise with clubs and other third parties.
- Expenses for travel and other outlays associated with the role will be reimbursed at cost.
- The Development Officer will report to a Board member as their line manager.