

Task Descriptions



Title: Development Manager(s)

We are looking for two individuals to take on these roles, with a purpose, management and duties split as detailed in the **red** and **orange** sections. All other sections apply generally.

Role purpose:

- Management of all Touch development activities regarding players and coaches in England with a specific focus on:
 - **Schools, community, universities, prisons work;**
 - **Development NTS, Youth and Women's development;**
- To devise the strategy, systems, tools and processes, for a new and strategic approach to the cost effective delivery of, and support to, community clubs, for the objectives of the wider England Touch Strategy;
- To drive the growth, of participation, reach, profile and sustainability of Touch nationally; including its new Leagues franchise and funding strategy.

Experience:

- Experience of developing and promoting sporting sessions, required;
- Experience of managing remote teams of volunteers across regions/nationally, required;
- Experience of funding and designing new programmes, desirable.

Qualifications: Educated to Degree level or equivalent.

Hours required: Various – approx. 5-10hrs per week

Reports to: Development Director

Line Management:

- **Regional Touch Development Officers**
- **Senior Schools Coordinators (and wider Schools Team of Development Officers)**
- **Funding Manager**
- **Leagues Manager**
- **Coaching Courses and Training Manager**
- **Head of Development Pathways***
- **Touch Development Officers (Once recruited)**

Locations: Work from home and Tournament/Event Venues as/when required.

Contract type: 1 year term. Re-appointed yearly at the AGM.

Salary: Voluntary role, expenses paid if applicable. Part of the #OneEngland Rewards and Recognition scheme.

Task Descriptions



Skills and Qualities:

Person specification	E	D
Knowledge, experience and specialist skills (non-sports related)		
Delivering and converting strategic objectives into action with multiple stakeholders	X	
Knowledge and experience of sports development		X
Good communicator	X	
Strives for excellence and puts quality into everything they do.	X	
Able to delegate	X	
Be a strategic thinker and be able to plan ahead	X	
Proven capability to deliver and convert strategic objectives into action within community sport or equivalent	X	
Experienced professional with relevant experience in both leadership and multiple project / multi-functional management	X	
Political awareness and sensitivity and experience of advising teams how to navigate regional politics	X	
Senior experience of managing and influencing individuals and multiple, complex Stakeholders to achieve results	X	
Proven project management experience and stakeholder relationship planning and delivery	X	
Knowledge of the role of campaigning in sports development and regional development		X
Understanding Corporate Social Responsibility		X
Knowledge and experience of equity issues within sport		X
Knowledge of Touch (sports related experience)		
Enthusiastic about our sport	X	
Aware of the key agencies and partners that can support the role and work in partnership with them	X	
Technical knowledge of the sport of Touch		X

Task Descriptions



Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Encourage grass roots development through targeted development of Touch at local rugby clubs and schools, or development of local Youth Touch clubs, through engagement and involvement with regional and local Touch players and members.	Operational delivery of the England Touch National Schools strategy and wider Development Strategy 2019-2023 Increase number of SDO led sessions over year in line with strategy
Engage with sports partnerships and centres to develop partnership to promote Touch at grass roots level	Link with key sporting bodies across country to promote Touch opportunities
Formulate a development plan for England Touch moving forward, in conjunction with other board members.	Development plan finalised and executed
Form, co-ordinate and implement a development team on a National scale and within each region to assist in future development work	Recruit, train and coordinate the deployment of a team of volunteer development officers
Work closely with the relevant stakeholders to ensure development across all levels of Touch within England	Build a team of Regional Development Officers
Organise / Co-ordinate competitions and camps for school kids	Work with players, coaches, referees and other volunteers to run half term camps
Oversee the organisation and running of an annual Youth Touch Tournaments	Minimum of one National Tournament run per year
Organise / Co-ordinate Women's Development Days with Development Coordinators	Two days run over the year
Develop the player pathway to allow for the progression of all players (especially Youth and Women) players to the elite level	Pathway graphic including clear direction for all players looking to get into the sport
Aid the development and progression of Referees through the organisation of courses, in conjunction with Coaching Courses and Training Manager and National Referee Managers	
Aid the development of Coaches through the organisation of Community, Intermediate and Advanced coaching courses, in conjunction with the High Performance Director, Coaching Courses and Training Manager and Head of Development Pathways	4 intermediate and 2 Advanced Courses delivered per year Work with relevant parties to develop a suitable

Task Descriptions



Organogram

