



## Current Vacancy

### Rugby Development Officer

This is a newly created role, and we are seeking a motivated and energetic Rugby Development Officer to join our team and work alongside our Director of Rugby. This is an exciting opportunity for someone who is passionate about rugby and coaching, has excellent organisational and administrative skills who is ready to make a real impact in the rugby community.

#### Key Responsibilities will include:

- Oversee Co-coach the 2<sup>nd</sup> XV and U14/15 Rugby Squads
- Assist the Director of Rugby with talent ID in grade teams
- Coach/ assist with grade sides training sessions where needed throughout the week
- Oversee all Rugby fixtures throughout the entire school – setting up fields/Communications
- Assist with fund raising initiatives and help organise tours
- Ensure equipment is purchased and maintained
- Ensure results from weekend matches and notices are given to the DOS and communications manager - send to Director of Sport on Saturday
- Allocate pitches for matches on weekends
- Organise field set up and pack down on Saturdays
- Liaise with opposition schools, Saturday game logistics at SHC and liaise with Sports Administrator
- Run the 1<sup>st</sup> XV after match functions at SHC with 1<sup>st</sup> XV Manager
- Organise the annual 'weigh in' and formulate a player data base alongside the Director of Sport, Sports Administrator and Director of Rugby
- Organise Rugby Smart and coaching modules for Grade Coaches
- Organise the annual Rugby prize giving and awards ceremony alongside the Director of Sport, Sports Administrator and Director of Rugby



# Sacred Heart College

## AUCKLAND

- Assist and help organise trials and pre-season training for grade teams
- Attend key grade rugby tournaments such as AIMS Games
- Attend Rugby 7's tournaments

### Key attributes:

- A proactive approach to problem-solving and a willingness to learn and grow
- Deep understanding of player development from junior to senior levels.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate players and staff.
- Upholds our Special Character at all times.

This is a contract to service position, covering 25 hours per week across 39 weeks of the school year. Presence at matches on weekends and coaching after school are essential elements of the role.

Please email your CV and covering letter to Melanie Inglis, Manager of Recruitment/HR on [recruitment@sacredheart.school.nz](mailto:recruitment@sacredheart.school.nz).

**Applications close: 8<sup>th</sup> November 2024**