

## **Director of Club Development**

### **Purpose**

Middlesex Rugby is committed to strengthening our member clubs by:

- supporting their growth, sustainability and development in terms of player base, facilities, and RFU Accreditation.
- strengthening volunteering within the County and recognising volunteers with reward and recognition.

### **General Responsibilities**

The Director of Club Development is a member of the Management Board of Middlesex County RFU Ltd ('the County'). The Director is elected annually at the County AGM with the expectation of serving for at least three years and a maximum of nine years.

The role has the following overall responsibilities:

- Attending Management Board meetings and submitting a written report ahead of each meeting
- Participating in the County's annual strategy, planning and budget processes, including submitting RFU targeting funding requests/reports as necessary
- Liaising with other committees on specific club issues e.g. safeguarding, discipline, competitions
- Club liaison on specific club needs e.g. playing, facility advice, safeguarding, discipline, club challenges
- Maintaining the Club Development section on the website
- Writing Club Development insert for monthly Newsletter
- Liaising with RFU Area Team (CB Relationship Manager, Club Developer, Facilities Team etc) as necessary
- Ensuring the Club Development budget is adequate and controlled.

### **Specific Responsibilities**

With the assistance of managers and other volunteers to direct, supervise, monitor and review the County's activities in the following areas:

#### **1. Leadership Academy & Volunteer Development**

- Running the Leadership Rugby Network (if there is a specific club need)
- Running ad hoc Volunteer courses dependent on club need e.g. First Aid, Safeguarding
- Liaison with RFU Volunteer Team on RFU specific volunteer opportunities e.g. Outstanding contribution, England Team access days
- Maintain the Middlesex CB recognition spreadsheet.

**2. Volunteer Recognition**

- Organising the annual Volunteer Awards Evening
- Liaison with RFU Volunteer team around Honda volunteer nominations and Spirit of Rugby booking
- Submitting the top Honda volunteers as agreed by the CB Volunteer Co-ordinator, Chair of Rugby Development, CB Chair and CB President
- Identifying Middlesex individual winners, President's winners and Long Service nominees
- Arranging gifts, shields etc for the evening
- Comms to volunteers, invitations, administering RSVPs

**3. Funding & Facilities**

- Circulating communications to clubs on specific funding opportunities, from Middlesex, RFU and external funders
- Bi-monthly meetings with the Area Facilities Team to discuss club needs and specific projects requiring support/approval
- Managing the annual Middlesex Facilities audit

**4. Group Meetings**

The Regional Groups (North, North-West, West and South) provide a link between member clubs and the County, and vice versa providing a regular forum for clubs to discuss matters of common interest, share their problems and successes. The Director of Club Development will:

- Ensure that the Regional Groups meet on a regular basis
- Serve as a link between the Middlesex Management Board and member Clubs by providing a conduit for feedback and for communication
- Select focus topics for Regional Group meetings of relevance to member Clubs
- Ensure the Group's budget is adequate and controlled.

**5. Club Health Checks**

In conjunction with other members of the Management Board and through the Groups, monitoring the 'health' of the County's Clubs and coordinating any response / assistance that might be provided by the County.

**6. Financial Support Fund**

- Leading the Financial Support Fund panel and providing quarterly reporting to be submitted to Middlesex Sports Foundation
- Submitting requests to Middlesex Sports Foundation for annual funding requirements and discuss with Chair of Finance on matching the amount (require approx. £10k in total annually)
- In conjunction with the County Administrator:
  - Updating communications and application process forms in August and sending out to clubs.

- Convening bi-weekly panel review meetings, if necessary
- Maintaining spreadsheet with funding and approvals
- Liaising with clubs on their annual membership fees and kit fees
- Liaising with parent/guardian

**Experience, Knowledge, Skills and competencies required:**

- Well-organised with accurate and efficient IT and administration skills
- Interested in volunteer management/development matters
- Well-connected to clubs or willing to develop relationships
- Pro-active, confident and good at communicating
- Flexible and able to visit clubs at their convenience