



## **Club Development Coordinator**

The Development Coordinator is responsible for coordinating the implementation of the Strategic Plan for the \_\_\_\_\_ RUFC.

The Development Coordinator is **not** responsible for implementing each and every strategy, but for ensuring that those who are responsible for each strategy, are working effectively.

The Development Coordinator is directly responsible to the President and the members of the club.

### *Responsibilities and Duties*

#### As Development Coordinator

- Oversee the implementation of critical strategies within the clubs development
- Identify key issues facing the club
- Work with the committee to ensure development is being supported
- Identify skilled club members who may be able to assist with the club's development
- Read and become familiar with the club's Strategic Plan
- Liaise regularly with and seek the assistance of the Club Support & Communications Manager at SA Rugby
- Call and chair Club Development Meetings
- Be aware of external resources that may assist with the club's development.

### *Knowledge and Skills Required*

Ideally the Development Coordinator is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can work effectively in and with a team
- Is a creative and driven thinker who can teach, guide and motivate individuals.

### *Estimated Time Commitment Required*

The estimated time commitment required as the Development Coordinator is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours out of season.

The Development Coordinator is appointed for a period of 12 months by the Club Committee.

**SUCCESSION** : The Development Coordinator should acquire skills to enable him/her to succeed to any Executive position when required..