



TITLE: EDUCATION MANAGER
DEPARTMENT: Rugby
LOCATION: Rugby WA HQ, 203 Underwood Ave, Floreat, Perth
REPORTS TO: Director of Rugby

Organisational Vision & Values

Vision: To be the most respected professional sporting organisation in Western Australia
Purpose: To grow rugby participation and rugby talent in Western Australia, through the inspiration of our people and provision of services.
Objectives: The focus of our plan and the work roles in the community team to achieve the following:

- Build Capacity in our Clubs
- Recruit, Participate and Retain.
- Excellence in how the game is run.

Values: The behaviours that we live, act and display in our working behaviour to achieve the Vision:

- Integrity – Act openly and honestly with all stakeholders.
- Passion – Powerful emotion underpinning the commitment and dedication to achieve a common goal.
- Solidarity - Work as one team, all are equal, opportunities and support for all.
- Discipline – Do as we say we will do, continuously and repeatedly.
- Respect – Earning admiration through our behaviour, qualities, and achievements.

PURPOSE OF EDUCATION ROLE

- In conjunction with community, pathway, and participation managers, integrate education projects
- Manage RWA staff development portfolio
- Support coach development of Emerging and State representative players and coach mentoring
- Upskill club-school Zone Development Officers for delivery of coach accreditation programs
- Maintenance and updating of Rugby Australia data base
- Conduct Training and education forums to enable club-school cluster model
- Maintain community coach depth chart

INTERNAL RELATIONSHIPS

<p>Responsible to: Director of Rugby</p>	<ul style="list-style-type: none"> • CEO • Participation Manager • Pathway Manager • Community Manager • Zone Development Officers • Female Game Development Officer • Competition Managers • Media Coordinator • Partnership Coordinator • Finance Manager • Western Force HP Manager • Western Force Academy Coach
---	--

KEY SKILLS			
Role	Specific task	Secondary task	KPI/When/How
Capacity, clubs & schools	<ul style="list-style-type: none"> - Coaching courses at all levels - Emerging Coach program - Schools teacher forums 	<ul style="list-style-type: none"> - Online database - Update Learning Management Centre. - Effective communication of all education opportunities - Annual Advanced Coach Education Package for all accredited WA Coaches. 	<ul style="list-style-type: none"> - RKR 40 - Foundation 80 - Coaching course participants 150 - Youth Coaching Club engagements 20 - Junior Coaching Council meetings 4 - State Coaching Panel Seminars 4 - Advanced Coach Education 200 Participants
Coach TID	<ul style="list-style-type: none"> - State Coach review for HC and Assistant coaches - Junior Club updates to align club philosophy - Provide mentoring advice on request 	<ul style="list-style-type: none"> - Assessment & review process (adopt HP Coach Assessment model) - Align Junior Coaching Council with club coordinators 	<ul style="list-style-type: none"> - Pre and post assessment of State team programs
Liaise and support Referees and officials	<ul style="list-style-type: none"> - Where required assist RA Southern States MO Manager on all formal Match Official Courses 		
Alignment	<ul style="list-style-type: none"> - Coaching development, pathways, panel's and national program alignment. 	<ul style="list-style-type: none"> - Management of Emerging Coach and Coaching Council to enable pathway, club and school alignment. 	<ul style="list-style-type: none"> - Coaching Council 80+ attendees - Quarterly formal sessions with guest speaker/presenter. - 12 participants through the Emerging Coach (Level 3) Program.
Safety	<ul style="list-style-type: none"> - Lead dispensation policy 	<ul style="list-style-type: none"> - Develop and manage a panel of qualified coaches to implement and support dispensation processes - Cross check of Smartrugby qualifications and currency coaches. 	<ul style="list-style-type: none"> - Implemented prior to formal commencement of senior/junior seasons
Financial	<ul style="list-style-type: none"> - Manage education program budget in conjunction with DoR & Finance Manager 	<ul style="list-style-type: none"> - Coordinate effective payment system with education participants where required. 	<ul style="list-style-type: none"> - Monthly in accordance with financial management system and finance manager.

Role	Specific task	Secondary task	KPI/When/How
Rugby Operations	- Provide support as required to Rugby WA team members, events & activities.		

ACCOUNTABILITIES, KEY PERFORMANCE INDICATORS

Success in this role and position will be measured by the ongoing application of the KPI and project targets. In conjunction with the Director of Rugby, performance will be measured by a combination of regular informal and formal feedback and the tracking of any relevant and appropriate performance metrics including:

- Community Development Plan 2021-24
- Education Action Plan 2021-24
- Strategic Plan metrics 2020-23
- Education budget (Yearly)

OTHER RELATIONSHIPS

- Sponsors and funders
- Junior Executive
- Council of Clubs
- Future Force Foundation
- RA Southern States Referee Manager
- Club committees and coaches
- School DoRs and coaches
- WA School Sport
- Advisory Group
- PSA school committee
- Western Force
- Coaching Council

KEY SKILLS

Required:

- Minimum Level 4 Rugby Coaching Accreditation or equivalent
- Experience, knowledge of Rugby Australia's accreditation system
- Current Working with Children Check
- Driver's License
- Demonstrated experience in presenting at coach education seminars or courses.
- Demonstrated club, academy and or performance level Rugby coaching.
- Demonstrated experience in Rugby Development programs.
- High level of competency in Microsoft Office including Outlook
- High standard of presentation and communication skills.
- Exceptional organisational, time management and administration skills
- Proven team player with an ability to motivate others
- Negotiation skills and the ability to resolve conflict
- Ability to work in a small team environment and with limited supervision
- An enthusiastic approach and willingness to work with and develop the skills of volunteers

Desirable:

- Qualification in sport, coaching, management, or equivalent experience
- Demonstrated experience in working with and instructing children.
- Demonstrated experience in planning and delivery of coach education programs.

- Level 2 Referee accreditation is desirable

EMPLOYMENT POLICIES

The conditions outlined within RugbyWA's Human Resources and Employment Policies and your individual letter of employment, shall always apply.

HOURS OF WORK

This position requires 37.5 hours a week, however, this position will involve extensive work outside of normal business hours including weekends throughout the year and regional trips.

The overall time associated with the work commitment will be managed appropriately and in conjunction with your direct reporting chain. Note work times will vary based on the required work task and outcomes associated with the required work/task objective.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Position Description acknowledged and agreed to:

Chief Executive Officer

Signature

Date

Employee Name

Insert Role Position Title

Signature

Date