



TITLE: Female Game Manager
DEPARTMENT: Rugby
LOCATION: Rugby WA HQ, 203 Underwood Ave, Floreat, Perth
REPORTS TO: Participation Manager

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ➤ 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 ROLE
The position will play a key role to establishing the female game’s growth through engagement with national, State and community layers of the game. You will lead and contribute to programs to develop a sustainable club and school, and pathway program for players and coaches, and volunteers.

INTERNAL RELATIONSHIPS	
Responsible to: Director of Rugby	<ul style="list-style-type: none"> • Participation Manager • Pathway Manager • Community Development Manager • Junior and Senior Competition Managers • Education Manager • Zone Coordinators • Media Coordinator • Partnership Coordinator • Finance Manager • Western Force Media, Events, Academy staffs as required

RESPONSIBILITIES:

- Provide direct oversight to the Super Women's program operation
 - Manage the Emerging squad and State Youth 18's program
 - Lead and develop the junior club Under 14-17years program
 - Provide operation support for State teams attending national competitions
 - Consult with Rugby Department managers and corporate staff to align services
 - Manage development officers in the performance of duties and tasks
 - Advise and support clubs to build capacity for sustainability and growth of the game
 - Coordinate and prepare promotions and gala days for primary & secondary schools
- Operations:
- Ensure that programs and staffs have the tools and equipment to perform their roles
 - Support, and develop staffs in the field in the management of their performance
 - Uphold staff disciplines and adherence procedures and policies
 - Handle escalated staff grievances, complaints, and discipline as needed
 - Foster and develop team culture
 - Assist where required to facilitate aligned programs and events
 - Ensure effective planning and management of resources
 - Maintain consistent, proactive planning to achieve targets
 - Ensure complete final check and sign-off ahead of purchase and ensuing invoicing

ACCOUNTABILITIES, KEY PERFORMANCE INDICATORS

Success in this position will be measured by the ongoing application of set KPI's 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
- Female Game Action Plan 2021-24
- Strategic Plan 2019-23
- Position KPIs

Performance Measures:

- An increase in the number of players, teams & games in schools & clubs.
- Portray a competent and professional image on behalf of the RugbyWA

OTHER RELATIONSHIPS

- Sponsors and funders
- Junior Executive
- Club committees and coaches
- School DoRs and coaches
- School Sport WA
- School Committee

KEY SKILLS

Required:

- Qualification in management; sport or sciences or equivalent experience
- Minimum Level 2 Rugby Coaching Accreditation or equivalent; or willing to undertake course
- Previous senior leadership role in similar organisation; or levels of sport
- Demonstrated program and staff management experience
- Management and delivery of strategic metrics
- Ability to provide detailed status reports of current and projected costs
- Applied financial management for portfolio requirements & potential projects
- Strong stakeholder engagement experience
- Up to-date accreditations
- Commitment to on-going professional development
- Current Working with Children Check
- Driver's License.
- Working with Children check

Desirable:

- Demonstrated experience in working with and instructing children.
- Demonstrated experience in planning and delivery of programs.
- A current RU Level 1 Refereeing Accreditation

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.

CERTIFICATION

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

**Chief Executive Officer /
Official**

Signature

Date

Employee Name
[insert name]

Signature

Date