

# Task Descriptions



## **Title: Development Director**

### **Role purpose:**

- Co-ordination of all Touch development activities regarding players and coaches in England with a specific focus on the DNTS, Youth and Women's development.
- To devise the strategy, systems, tools and processes, for a new and strategic approach to the cost effective delivery of, and support to, community clubs, in order for the objectives of the England Touch Strategy
- To drive the growth, of participation, reach, profile and sustainability.
- Join the Board of Directors of England Touch

### **Experience:**

- Experience of developing and promoting sporting sessions required

**Qualifications:** Educated to Degree level or equivalent.

**Hours required:** Various – approx. 5hrs per week

**Reports to:** See Organisational Chart.

### **Line Management:**

- Development Manager/s – direct line management
- Funding Manager – direct line management
- Leagues Manager – direct line management
  
- Coaching Courses and Training Manager – matrix responsibilities
- Head of Development Pathways– matrix responsibilities
- Regional Touch Development Officers – matrix responsibilities
- Head of Volunteers – matrix responsibilities
- Senior Schools Coordinators – matrix responsibilities
- Team of Schools Development Officers – matrix responsibilities

**Locations:** Work from home.

**Contract type:** 1 year term. Re-appointed yearly at the AGM.

**Salary:** Voluntary role, expenses paid if applicable.

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## Skills and Qualities:

<b>Person specification</b>	<b>E</b>	<b>D</b>
<b>Knowledge, experience and specialist skills (non-sports related)</b>		
Delivering and converting strategic objectives into action with multiple stakeholders.	X	
Knowledge and experience of sports development		X
Good communicator	X	
Strives for excellence and puts quality into everything they do.	X	
Able to delegate	X	
Be a strategic thinker and be able to plan ahead	X	
Proven capability to deliver and convert strategic objectives into action within community sport or equivalent.	X	
Experienced professional with relevant experience in both leadership and multiple project / multi-functional management	X	
Political awareness and sensitivity and experience of advising teams how to navigate regional politics.	X	
Senior experience of managing and influencing individuals and multiple, complex Stakeholders to achieve results.	X	
Proven project management experience and stakeholder relationship planning and delivery.	X	
Knowledge of the role of campaigning in sports development and regional development.		X
Understanding Corporate Social Responsibility.		X
Raising income through applying for funding (trusts and foundations and sponsorship)	X	
Knowledge and experience of equity issues within sport.		X
<b>Knowledge of Touch (sports related experience)</b>		
Enthusiastic about your sport	X	
Aware of the key agencies and partners that can support the role and work in partnership with them.		X
Technical knowledge of the sport of Touch.		X

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## Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Encourage grass roots development through targeted development of Touch at local rugby clubs and primary and secondary schools, Prisons or development of local Youth Touch clubs, through engagement and involvement with regional and local Touch players and members.	Increase number of TDO led sessions over year.
Aid the development of Coaches through the organisation of coaching courses, in conjunction with the High Performance Director, Coaching Courses and Training Manager and Head of Development Pathways.	10 community, 4 intermediate and 2 Advanced Courses delivered per year.
Engage with sports partnerships and centres to develop partnership to promote Touch at grass roots level	Link with key sporting bodies across country to promote Touch opportunities
Organise / Co-ordinate Women's Development Days with Development Manager	2 days run over the year, in year one
Develop the player pathway to allow for the progression of all players (especially Youth and Women) players to the elite level.	Pathway graphic including clear direction for all players looking to get into the sport.
Formulate a development plan for England Touch moving forward, in conjunction with other board members.	Development plan finalised and executed
Form, co-ordinate and implement a development team on a National scale and within each region to assist in future development work	Recruit, train and coordinate the deployment of a team of volunteer development officers
Work closely with the relevant stakeholders to ensure development across all levels of Touch within England	
Organise / Co-ordinate competitions and camps for school children	
Oversee the organisation and running of an annual Youth Touch Tournament	One Tournament run, in year one
Lead on the funding and sustainability of the Development department nationally.	Work closely alongside Funding Manager, Leagues Manager and Sponsorship Manager in order to apply for funding through a variety of different opportunities i.e. Trusts and Foundations, Sponsorship, National Partnerships
Join the Board of Directors of England Touch	Support CEO, COO and fellow Board members as required over the course of the year through strategy planning days, phone calls, Skypes and face to face meetings as required.