



## ROLE DESCRIPTION

<b>ROLE TITLE</b>	<b>YOUTH CHAIRPERSON (can be undertaken by one individual or as separate Kids First Chair [U6 – U12] and Junior Chair [U13 – Colts] roles)</b>
<b>REPORTS TO</b>	<b>CLUB CHAIR</b>
<b>DIRECT REPORTS</b>	<b>ALL YOUTH (INCLUDING COLTS) COACHING STAFF, TEAM MANAGERS, FIRST AID CO-ORDINATOR, YOUTH FIXTURES PERSONNEL, YOUTH TREASURER, YOUTH DISCIPLINARY OFFICER</b>

## NATURE AND SCOPE

The Youth Chairperson is in many ways the guardian of the future of the club. You'll be responsible for leading everyone associated with Kids First, Junior, Colts and Girls' Rugby – from players and parents to coaches. You'll work alongside the Club Chairman to ensure the club vision is reflected throughout the Youth section.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Responsibility for the effective running of the Youth Section
- Set the agenda for the Youth Section including future development
- Create and lead a team of people to deliver rugby for U6-U18 boys and girls
- Arrange and chair Youth Committee meetings (monthly Sept – Dec, as required Jan – May)
- Make sure the Youth section is represented within the Main Committee (meeting once per month) and local Constituent Body meetings if required
- Attend Disciplinary Panels involving members of the Youth Section as appropriate
- Work alongside other Club volunteers to coordinate the running and playing of Youth rugby tournaments
- Make sure players, coaches and parents are familiar with and uphold the core values of the game
- Ensure safety, equity and quality in playing and coaching by liaising with and supporting the work of the Club Coaching Coordinator, Club Safeguarding Officer, Volunteer Manager and Referee Coordinator
- Able to demonstrate the highest professional and personal integrity
- Communicate effectively and to present a highly professional image when representing BRFC
- Act as an ambassador for, and promote the best interests of BRFC at all times, including promotion of the BRFC and RFU Core Values
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of BRFC.
  - **Kids First Chair specifically:**
    - Liaise with Kids First Fixture Coordinator to ensure all teams (U6 – U12) are well informed with respect to fixture venues and timings
    - Liaise with U12's Team Manager to coordinate the annual Kids First Festival (November) and Kids First End of Season Colours Day celebrations
  - **Junior Chair specifically:**
    - Liaise with Junior Team Managers to ensure all teams (U13 – Colts) are well informed with respect to fixture venues and timings
    - Liaise with U16's and Colts Team Managers to coordinate annual End of Season Junior Dinner/Colts celebrations



## PERSON SPECIFICATION

### QUALIFICATIONS AND EXPERIENCE

- Current RFU Enhanced DBS disclosure ( or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport
- Helpful to have had some involvement in a voluntary sport operation, (player, parent, coach or other volunteer)

### SKILLS & PERSONAL ATTRIBUTES

#### **Ideally, you'll need to be:**

- Confident and good at communicating
- Diplomatic and discreet
- Friendly and approachable
- An experienced and effective manager
- Well organised

### ADDITIONAL INFORMATION

#### **How much time it will take up:**

Approximately 4- 5 hours per week. Ideally you will be available on a Sunday when youth rugby is played.

#### **What you'll get out of it:**

This is a highly respected and valued role within the club and wider community. As the club's leader of rugby for 6-18 year olds, you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding seeing young players develop.

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.

