



CHESHUNT RUGBY

Est. 1952

Cheshunt Rugby Club Internal Job Board Listing

Our club is run completely by volunteers, parents, players and members make up the running of our club. Currently lots of roles are fulfilled by the few. We would like to spread the responsibilities which further safe guards our club. Please look through this Job Listing to find a role that may be suitable for you.

To apply to these postings please email joinus@cheshuntrugby.co.uk with a brief cover on the posting you wish to apply for.

If you wish to advertise a role (Coaching assistant, head coach, fixture sec etc.) please email joinus@cheshuntrugby.co.uk to get the posting added to this list.

- U15's coach – Are you able to assist in the coaching of the U15's? Parents both mums and dads we would like you to apply for this role within the club. Coaching assistance will be provided, we have a number of experienced RFU graded coaches at the club who will be able to assist you with training plans and routines. We also have Senior mens and womens coaches Training on Mondays (women) Tuesdays and Thursdays (senior men) please feel free to come along and watch or partake in training to help better understand the role.
- U10's coach – Are you able to assist in the coaching of the U10's? Parents both mums and dads we would like you to apply for this role within the club. Coaching assistance will be provided, we have a number of experienced RFU graded coaches at the club who will be able to assist you with training plans and routines. We also have Senior mens and womens coaches Training on Mondays (women) Tuesdays and Thursdays (senior men) please feel free to come along and watch or partake in training to help better understand the role.
- ~~Social Media admin – Are you able to update popular content to our Social media feeds to keep the members and the community informed of the clubs movements,~~

~~events and advertisement. Information sent into the public domain needs to be managed sensibly and diligently~~

- **Mini fixture secretary** ~~We are looking for a well organised and methodical person to arrange group fixtures for U7's – U12's. These fixtures are booked a season in advance, cover the 36 week season and have to comply with RFU regulations, as well as fit in with other events in the club diary as well as school holidays and other standing arrangements i.e. county festivals and minis tour. Fixtures are arranged using email via a Cheshunt Rugby club email account, some Excel experience will also be required to fulfil this role. Duties will also include notifying other teams / coaches / kitchen / Rosedale of fixtures or cancellations on a weekly basis. Full training and support will be provided; ideally this would suit a member from the minis section.~~
- **Junior fixture secretary** – We are looking for a well organised and methodical person to arrange youth fixtures for U13s – U18's. Unlike the Minis these fixtures are mainly organised in the months of May – July pre-season. They cover a 36 week season; have to comply with RFU regulations, as well as fit in with the Herts/Middx League set fixtures and other events such a county cup games which are played in knock out format and tours. Fixtures are arranged using email via a Cheshunt Rugby club email account, some Excel experience will also be required to fulfil this role. Duties will also include notifying other teams / coaches / kitchen / Rosedale of fixtures or cancellations on a weekly basis. These fixtures are very fluid due to pitch playing conditions / available referees / priority of game and therefore sometimes have to be rearranged at very short notice during the season. Full training and support will be provided; ideally this would suit a member from the youth section.
- **Registration Secretary** ~~Do you love a database? Do you have an eye for detail? We are looking for a keen individual to input and manage mini / youth registrations and keep our database clean and up to date. We have approx. 350 mini / youth members that register / re-register throughout the season. We are also starting a women's and girls section this year which we hope will increase numbers. The bulk of registrations are completed throughout September and October at the start of the season – but continues through the year. Once the team admin has registered the child and paid in the subscriptions the registration forms are then input into the GMS database,~~

~~where all club information is held by the RFU. Existing members who are renewing their membership will need their details checked and update where required, whereas new members will need to be fully registered. Duties will also include reporting to the committee and treasurer in regards to playing numbers and subscriptions and providing RFU numbers to relevant coaches. Full training and support will be provided; ideally you will have some excel experience as you will need to export reports; you will need to be DBS checked and fully committed as this is a time consuming role.~~

- **Safeguarding Assistant x2** - Children are the lifeblood of the game and it is crucial that they are cared for in the correct manner. This is a very important task and to ensure we have the highest standard of protection, we are recruiting two Safeguarding Assistants to support the clubs existing Safeguarding Officer, one for the Mini Section and one for the Youth Section. You will be the face of Cheshunt Rugby and will need to be seen around the pitches at games throughout the season. You will also be a point of contact for coaches should any issue / incident arise. Main duties will consist of ensuring a supportive and positive environment, in which children can enjoy rugby safely is maintained, to do this we must ensure everyone understands the RFU Codes of Conduct and Core Values: Teamwork, Sportsmanship, Enjoyment, Discipline, Respect. You will ensure all parents of new mini & youth players receive and sign the club Safeguarding policy and that all safeguarding issues and incidents are reported promptly to the Safeguarding Officer. You will need to be aware of individual children's special educational or medical needs in your section and the need to inform appropriate club age-group coaches/managers. You will also be required to attend RFU training programmes and distribute new information concerning the safeguarding of young people. Full training and support will be provided; You will also need to be DBS checked.
- **Senior 1stXV game day assistant** – Run the touch line for 1stXV home games, provide support for the team on the day to alleviate the current coaching staff

- **Senior 1stXV Water Boy/ Girl** – preferably someone from the mini and youth sections who are able to run on the water during the 1stXV home games, you will be part of the team and much appreciated by the players assisting in the replenishment of hydration
- ~~**Schools liaison officer** – Very integral part of integration between schools rugby and club rugby, visit schools, offer pitch use and organise events for schools at our club.~~
- ~~**Head advertising sponsorship manager** – Do you have experience in advertisement? There are many members of the club who have already secured sponsorship over the past and coming season. The club needs someone to head this and hopefully gain the club some pitch hoarding ready for the coming season along with other potential advertising opportunities. We have a catalogue of sponsorship which can be reviewed by this applicant for further potential products~~
- ~~**Women's rugby assistant coaches** – Women's and girls' rugby is the fastest growing sport in the world and Cheshunt RFC are getting involved. This season we are starting a brand new women's and girls' section, with fantastic support from the RFU we have already run some "Inner Warrior" sessions and we are actively recruiting girls from U13's through to seniors ready for the new season.~~
~~We are looking for a dynamic personalities with some experience in youth / adult coaching. Working alongside the Lead Coach you will need to plan and execute training sessions, commit to developing Club members of varying abilities and contribute to the performance and development of the teams, whilst promoting the core values of rugby. You will need to commit to attend training sessions which are currently held on a Monday evening, and matches which are played on a Sunday afternoon.~~
~~You need to be DBS checked and also need to be willing to develop yourself as a coach through RFU coaching awards with the support of Cheshunt RFC.~~
- **First Aiders** - Are you a qualified first aider? A student doctor or nurse? Do you have experience with sports injuries or physio therapy? We are urgently looking for weekend first aid cover at our rugby club. We require first aid cover Saturday 2-5pm (Senior Games) and Sunday 10-1pm (Mini & Youth Games) during September

through to April. We would require commitment for every weekend during this period although happy if this is a job share. Competitive rate of pay. Please note games can be cancelled at short notice.-

- ~~****NEW** Press Officer** Assist with the weekly publications of the match reports, each age group and team should be submitting their scorelines and match reports each week but we need a Press Officer to help out with this and also feed back press releases requested by the local newspapers.~~