

Job Description Swiss Rugby Union / Fédération Suisse de Rugby (FSR)

1. Name of Position / Definition

National Technical Director (DTN): Head of Development in Mass Participation

Member of the Executive Board (ExB)

Employed at 30 Percent (30%)

Mass Participation Department:

The area of mass participation is aimed at developing rugby in Switzerland, particularly on regional level, in Clubs, and in Rugby Schools. This is accomplished mainly through implementation and ongoing development of appropriate competitions, coaching education, referee training and education, as well as through the support of regions, clubs, and schools in the creation of structures and infrastructure geared at developing the sport of rugby.

2. Reporting structure:

The DTN Head of Development in Mass Participation reports to the CEO.

3. Substitution

- May substitute the Head of Elite Sports & High Performance
- May be substituted by the Head of Elite Sports & High Performance

4. Main Tasks & Responsibilities:

- Responsible for leading and coordinating the mass participation department with the aim of achieving its goals.
- Plans and steers the activities, projects, and services in the area of Mass Participation, and supervises / ensures the professional and timely delivery of its projects.
- Provides consistent leadership and input to the steering committees related to his/her area, including but not limited to the Rugby Schools Steering committee, the Youth Rugby Steering Committee, the Competition Steering Committee, the Training & Education Steering Committee, the Area of J & S (Youth and sport), as well as the Regional Development Directors (DTRs). Involves club presidents and coaches in the planning and delivery process as needed.
- Plans, manages, and controls his assigned budget.
- Ensures the implementation and respect of the "Charter for Ethics in Sports" in his area of responsibility.
- Responsible for the implementation of IRB, FIRA/AER, and Swiss Olympic requirements and guidelines in his area.
- Responsible for planning and coordinating human resources in his area.

5. Leadership Responsibilities and Expertise

5.1. General Leadership Responsibilities

- Leads a number of steering committees and works with them to create proposals for the development of rugby competitions and programmes. Where necessary, he/she requests regulation changes. These must be submitted in their final form, after being fully developed and discussed by the committees, to the BoD (Board of Directors) latest by April 30th of the current year. The committees requiring his/her leadership include, but are not limited to:
 - Competition Steering Committee (Men's and Women's Championship, Sevens, Cup Competitions)
 - Steering Committee for Youth Rugby
 - Steering Committee for Rugby Schools
 - Training & Education Steering Committee (especially coaches' and referee Education)
- Plans and leads the following projects:
 - Development and implementation of a U16-U18 competition
 - Increase in number of licensed players (particularly through the introduction and implementation of the IRB's "Get Into Rugby" programme)
 - Rugby in Schools (introduction into curriculum)
 - New Rugby/ Growth Areas (Oldies, Corporate, Beach Rugby, Touch Rugby, Tag Rugby, Snow Rugby, a.s.o.)
 - Creation of rugby-specific infrastructure in Switzerland
- Plans and leads other projects for the advancements and development of rugby in Switzerland, as agreed with the CEO or as mandated by the BoD.

5.2. Spending Competencies

- Full authorisation of expenditure within the assigned budget for his department, dictated by the overall budget, as accepted by the Delegates' Assembly.

5.3. Signatory Powers

- Sole signature for federation correspondence without legal relevance.
- Collective signature with one BoD member for department business with legal relevance.
- All orders of material, as well as reservations for accommodation and food/beverage must be placed through the responsible person in the General Secretariat.

6. Participation in assemblies and meetings

- Participates in the Delegates' Assembly, Meeting of the Regional Associations, Central Committee Meetings

7. May participate in any meetings related to his/her area according to his/her own judgement.

8. **Information**
 - Has a specific right to information concerning his/her area vis-a-vis the president, the Central Committee members, the BoD, and the Committees.
 - Must inform the BoD, the Delegates' Assembly, and the Commissions completely and appropriately concerning his/her area.

8. **Representation and connections towards external/third parties**
 - Represents the FSR towards third parties in matters concerning his/her area, as agreed with the BoD.
 - Maintains open and positive connections towards any relevant third parties outside the FSR.

9. **Job Requirements**
 - Must possess integrity, and be a respected, sports-oriented person with excellent capacity for integration and collaboration.
 - Must not hold any leadership position in a Rugby Club or Rugby School.
 - Must have proven practical experience in the relevant area.
 - Must possess leadership and organisational experience.
 - Must have extensive competencies in communications and negotiation.
 - Must be competent in planning, managing, and controlling his/her department's budget
 - Must be ready and willing to invest the necessary time to complete his/her responsibilities.
 - Must be fully available for the designated time-percentage of his/her position.
 - Must be able to work in a team.
 - Must have good mastery of French and either German or English. Italian in addition is a plus.

Application:

To apply for the position, please send your complete documentation to ceo@suisserugby.com.

Application deadline: July 15th, 2014.