

HEAD OF GOVERNANCE

REPORTS TO: NLDRFU Management Committee

NATURE & SCOPE OF JOB:

To oversee and report on the activities of the sub committees listed under the Development arm of the NLDRFU structure; **Diversity & Inclusion, Discipline, Safeguarding, Rugby Safe, Club Volunteers, Communications.**

Constituent Bodies (CBs) are a valued and essential part of the Rugby Football Union. All have particular strengths and skills to support their clubs. There are 28 geographical CBs and 2 non-geographic (Oxford & Cambridge University).

Role of a CB:

- Safeguarding
- Discipline
- Competition and Match Approvals
- Election of Council Representatives
- Accounts
- Tours

CBs gain funding from the RFU to support its member's clubs and grow the game through Local Rugby Planning. Whilst working closely with the RFU specialist staff using data insight, CBs are best placed to deliver:

- Local Rugby Plan
- Promote Core Values
- Club Meetings
- Club Assistance
- Local Volunteer reward & recognition
- Representative teams
- Development squads
- Work with other organisations

PRINCIPAL RESPONSIBILITIES:

1. Review and update budget spend on a quarterly basis
2. Ensure the work of each sub-committee aligns with the key CB and club priorities identified in the Club Action Plans (CAPs)
3. Devise and/or develop Terms of Reference for each sub-committee, working with the sub-committee Chairs
4. Provide a report on activities for the NLDRFU Management Committee to review
5. Devise and develop a succession plan for each committee Chair when and where required

Skills and Personal Attributes

The successful candidate will be:

- Well-organised with accurate and efficient IT and administrative skills
- Interested in volunteer management/development matters
- Well connected to clubs or willing to develop relationships
- Pro-active, confident and good at communicating
- Flexible and able to visit clubs at their convenience