



RFU Accreditation Coordinator

MAIN PURPOSE OF ROLE:

To coordinate the activities of the Maidstone Rugby to ensure that the Club meets, and where possible exceeds, the minimum requirements laid down by the RFU to ensure that the Club retains its RFU Accreditation (previously RFU seal of Approval).

ACTUAL DUTIES INVOLVED:

- To act as the interface between the Club and the RFU in all matters relating to RFU Accreditation.
- To work with the various elements within the club to coordinate the production of the RFU Accreditation Evidence File for the Accreditation Audit conducted by the RFU.
- To input into the development of the Strategic Plan to ensure that it includes the necessary activities to ensure the minimum requirements laid down by the RFU to maintain the Club's accreditation are met.
- To review the Club's Policy Documents at the end of each season and update them as required to ensure that they reflect any changes in UK Law and RFU policies and procedures.
- To ensure that the Maidstone Rugby Policy Documents are published on the club website and available in the RFU Accreditation Folder.
- To work with the Executive Committee to ensure that Key Policies (e.g. Accident Policies and Procedures) are communicated to Coaches, Players, Parents/Carers and club members.

THE POST HOLDER WILL BE RESPONSIBLE TO: The Executive Committee.

IDEAL/KEY SKILLS FOR ROLE:

- Good management skills.
- Able to manage 'virtual' teams.
- Confident and effective communicator.
- Good administration skills.
- Well organised and conscientious
- Good IT skills
- Good working knowledge of meeting procedures