



Maidstone Football Club

Job Description

Schools Liaison Officer

Role Outline

The Schools Liaison Officer is a member of the Youth Committee and is responsible to the Youth Chairman for all issues relating to the development of sustainable links between the Club and local schools.

Key Objectives

The post-holder's primary objective is build and develop close working relationships with local school head teachers and the respective sports department head teachers. They should raise the profile of the Rugby Club within each school and promote the opportunity for school children to experience and be involved with youth rugby at the Club.

Key Responsibilities

- To attend scheduled Youth Committee Meetings as required
- To identify schools to liaise with and work closely with physical education teachers in schools to promote the Club
- To maintain a database of key contacts
- To maintain a plan of actions taken, results and ongoing activities
- To pro-actively organise and develop initiatives to promote Youth Rugby in the school communities. For example 'Open Days', 'Summer Camps', 'Taster Days'
- To arrange 'guest coaching sessions at local schools
- To represent the Club at School rugby events and festivals
- To liaise with Kent RFU Development Officers in the work that they undertake with local schools
- To run coaching courses for teachers and parents.

Scope of the Job

The Schools Liaison Officer is the main point of contact with primary, junior and secondary schools within the Maidstone area on behalf of the Maidstone Rugby Club Youth Section. The Schools Liaison Officer will manage and oversee all matters relating to player recruitment through schools liaison.

They should provide regular quarterly updates to the Youth Chairman providing an up to date contact list, plan and overview of progress/plans.