

**NORTH OTAGO RUGBY FOOTBALL UNION**  
**Employment Agreement: Girls and Women's Rugby Lead**

**Employer:** North Otago Rugby Football Union (NORFU)  
**Location:** Oamaru, North Otago  
**Reports To:** Chief Executive Officer  
**Employment Type:** Part-time (0.5 FTE)

**POSITION DESCRIPTION**

**Title:** Head of Girls & Women's Rugby  
**Reports To:** CEO, North Otago Rugby Football Union  
**Location:** NORFU Office, Oamaru

**FUNCTIONAL RELATIONSHIPS**

**Internal:**

- Competitions & Game Development Manager
- Pathways & Coach Development Lead
- Events and Club Capability Lead
- Referees Manager
- Chief Executive Officer
- Player Development staff
- NORFU Board and affiliated personnel

**External:**

- Local Rugby Clubs and Administrators
- Primary and Secondary Schools
- Teachers in Charge / Rugby Coordinators / Principals / Rectors
- Sport Waitaki / Sport Otago and other community sport partners
- New Zealand Rugby (NZR)
- Other Provincial Unions and Women's Rugby Leads
- Sponsors, volunteers, and local community organisations
- Otago Rugby Football Union, Southland Rugby Football Union, South Canterbury and all Heartland Unions

**PURPOSE OF THE POSITION**

1. Lead, promote, and grow participation in rugby for girls and women across North Otago.
2. Build strong relationships between schools, clubs, and the wider community to increase and retain female player registrations.
3. Work closely with NORFU colleagues in competitions, pathways, coach development, refereeing, and events to ensure coordinated delivery of programmes aligned with both local and national strategies.
4. Design and deliver engaging rugby opportunities for girls and women, including non-contact, social, and introductory formats, ensuring rugby is inclusive, enjoyable, and sustainable.

**KEY ACCOUNTABILITIES AND EXPECTED OUTCOMES**

## **1. Growth & Development of Women's and Girls' Rugby**

- Lead the implementation of NORFU's Girls & Women's Rugby Action Plan 2025-2030, ensuring alignment with NORFU's overall Strategy 2025-2030 and NZR strategy.
- Build and maintain strong relationships with clubs, schools, and community partners to grow participation pathways.
- Increase the number of registered female players, coaches, and referees across North Otago.
- Support and coordinate local competitions, festivals, and tournaments in partnership with the Competitions & Game Development Manager.
- Collaborate with clubs to strengthen their capability in running women's and girls' rugby programs, including governance, volunteer management, and player recruitment strategies.

## **2. Player, Coach, and Pathway Development**

- Collaborate with the Pathways & Coach Development Lead to provide quality training, mentoring, and development opportunities for female players and coaches.
- Identify and nurture talented players, creating clear pathways for representative and performance opportunities.
- Support the delivery and operations of NORFU's women's representative teams.
- Assist clubs in developing coaching capability and volunteer structures to ensure sustainable female rugby programmes.

## **3. Programme, Events, and Club Capability**

- Develop, promote, and deliver programmes to introduce rugby to new participants, including Rippa, Y7/8 Girls Only, Junior Rugby, T1, 7s and 15's formats.
- Facilitate engaging and inclusive rugby experiences in schools, clubs, and community settings.
- Support the integration of girls' and women's rugby into existing NORFU competition structures.
- Plan, coordinate, and deliver festivals, tournaments, and community rugby events for girls and women.
- Provide guidance and support to clubs in hosting local competitions, skill sessions, and promotional events to grow female participation.
- Support clubs in enhancing their administration, volunteer recruitment, and retention strategies to improve long-term sustainability of women's rugby.

## **4. Collaboration, Reporting, and Leadership**

- Work closely with NORFU colleagues across competitions, pathways, coaching, refereeing, events, and club capability to deliver strategic and operational goals for women's and girls' rugby.
- Ensure all activity aligns with NORFU's competition frameworks and NZR development priorities.
- Prepare and deliver operational plans, participation reports, and updates to management as required.
- Act as a positive ambassador and role model for rugby in the community.

## **KEY ATTRIBUTES AND SKILLS**

- Passion for community rugby and growing participation for girls and women.
- Proven ability to collaborate effectively across multiple teams and stakeholders.
- Strong communication, planning, and relationship-building skills.
- Ability to inspire and engage participants, coaches, and volunteers.
- Sound understanding of rugby development principles, pathways, and competitions.
- Practical coaching and facilitation experience.
- Self-motivated and adaptable, able to work independently and as part of a small, dynamic team.

## **PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Relevant qualification or experience in sport development, education, or coaching.
- Demonstrated experience in community sport or rugby development.
- NZR coaching or development accreditation (or willingness to obtain).
- Current full driver's licence and flexibility to work evenings and weekends.