



JOB DESCRIPTION

Position Title:	Community Education Coordinator
Job Purpose:	Develop, plan and deliver the Pacific Rugby Players education modules relating to agents and player contracts across schools and communities of Fiji. To provide leadership and support to ensure the objectives of the programme are being met.
Nature of Position:	Part time (20 hours per week) fixed term six month contract.
Salary Range:	To be negotiated
Location:	Fiji
Responsible to:	Fiji Personal Development Manager
Key Functional Relationships:	Pacific Rugby Players CEO Pacific Rugby Players Staff Pacific Rugby Players Members Secondary Schools and Academy players Parents and caregivers
External Relationships	FRU staff Relevant secondary schools officials and staff Relevant industries and education providers. Local government organisations

KEY TASKS

The Community Education Coordinator is responsible for promoting and delivering player agent and contracting education to the elite secondary schools players and their parents/caregivers across Fiji. The overall goal is for this position and programme is to be instrumental in improving the knowledge in the communities regarding making responsible and informed decisions when young players are approached by agents or overseas clubs to take up rugby opportunities.

Leadership

- Support the strategic objectives of Pacific Rugby Players
- Provide leadership to the staff of the FRU, meet regularly with them and the PRP Personal Development Manager to discuss initiatives and objectives
- Plan and monitor progress towards programme objectives
- Drive innovative solutions to meet programme challenges

Communication and Stakeholder Relationships

- With the assistance of management, develop and implement the Pacific Rugby Players Community Education plan
- Maintain regular contact and develop effective working relationships with key staff of the FRU and other local government organisations as required.
- Liaise with relevant individuals and groups in the community
- Develop and maintain appropriate professional networks

Young Player and Parent/Caregiver Support

- Ensure that systems are in place to provide correct support for those who seek advice.
- Monitor and evaluate the effectiveness of these systems and processes

Administration and Events

- Manage the reporting and administrative requirements of the Pacific Rugby Players Community Education Programme.
- Prepare necessary internal and external reports e.g. Reports to CEO
- Manage, monitor and report on activities and emerging issues
- Organise regular communications material and information regarding programme success for marketing and reporting purposes.

Whole of Pacific Rugby Players Focus

- Develop strong collegial links with colleagues across all areas of Pacific Rugby Players

General

- Review own job description as required with Manager and work through appraisal processes .
- Ensure all activities reflect Pacific Rugby Players philosophy and practices.
- Provide a safe work environment through compliance with the organisations Health and Safety policy and procedures.
- Ensure the guidelines of the Privacy Act are complied with in all dealings with players, community and education groups and staff.
- Commitment to professional development
- Undertake other duties as required by the Manager.

PERSON SPECIFICATION

Knowledge and Experience

- Confident communication skills and ability to deliver presentations and workshops in front of groups
Knowledge of the education sector as it relates to young rugby players would be an advantage
- Knowledge of the professional rugby environment would be an advantage
- Experience in communicating and working with young adults and Pasifika students

Skills Required

- Liaising and developing positive relationships with individuals, groups and agencies external to the organisation
- Highly developed communication and interpersonal skills with an ability to quickly establish rapport and credibility
- Well-developed digital literacy skills and the ability to use computing systems effectively
- Good organisational and administrative skills
- Proven ability to plan and meet deadlines
- Strong analytical and problem solving skills

Special Aptitudes

- Demonstrated qualities of initiative and problem solving
- An understanding and appreciation of Pacific cultural matters and commitment to the development of a culturally sensitive working environment
- A demonstrated customer focused approach

Personal Attributes

- High degree of professional judgment, initiative, commitment and integrity.
- Flexible and responsive
- Friendly and approachable manner.
- Strong self-motivation
- Innovative and solutions focused

Qualification

- A relevant degree level tertiary qualification is not essential but would be desirable.