



## JOB DESCRIPTION

<b>Position Title:</b>	Player Relationship Manager - France
<b>Job Purpose:</b>	To represent the Pacific Rugby Players organisation and the support and initiatives the organisation offers in France. To work in partnership with PRP management and staff to compliment personal development initiatives for Pacific Island players across the globe.
<b>Nature of Position:</b>	Part time (20 hours per week)
<b>Salary Range:</b>	To be negotiated
<b>Location:</b>	France
<b>Responsible to:</b>	PRP Chief Executive
<b>Key Functional Relationships:</b>	Pacific Rugby Players Staff and Management Provale Staff and Management Pacific Rugby Players Members
<b>External Relationships</b>	Governing Rugby Unions of Fiji, Samoa, Tonga IRP French Clubs Other nations PDM's

## KEY TASKS

The PRP Player Relationship Manager (PRM) is responsible for connecting the Pacific Islanders playing in the clubs and competitions of France with the services and support of PRP. The PRM is a representative of all PRP initiatives and works to deliver the PRP Personal Development Programme.

### Leadership

- Support the strategic objectives of Pacific Rugby Players
- Provide leadership to the Pacific Island players playing in the country, meet regularly with them and other key Pacific Rugby Players staff members to discuss initiatives and objectives
- Plan and monitor progress towards key objectives

### Communication and Stakeholder Relationships

- With the assistance of management, develop and implement the Pacific Rugby Players operations in the France.
- Communicate regularly with management and staff of the Provale as required.
- Maintain regular contact and develop effective working relationships with key staff of other education or government organisations as required.
- Liaise with relevant individuals and groups in the community
- Develop and maintain appropriate professional networks

### Player Support

- Provide educational pathway and career advice to players as required
- In partnership with the PRP PD Manager, ensure each player has an individual career plan
- Monitor and evaluate the effectiveness of all player support initiatives.

### Administration and Events

- Manage the reporting and administrative requirements of the Pacific Rugby Players initiatives as required
- Maintain player information and confidential records within Pacific Rugby Players database and systems.
- Prepare necessary internal and external reports e.g. Manager Reports or Board meeting updates
- Manage, monitor and report on activities and emerging issues
- Organise regular communications material and information regarding student 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 annually with Manager and work through coaching and 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, tertiary groups, industry and staff.

- Commitment to professional development
- Undertake other duties as required by the Personal Development Manager.

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Knowledge or experience with professional rugby would be an advantage.
- Knowledge of the relocating to foreign countries would be an advantage.
- Experience in communicating and working with young adults and Pacific Islanders of all nations would be an advantage.
- Up to date with knowledge of the global and local career opportunities

### **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 player 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 an advantage.