

# CLUB DEVELOPMENT OFFICER

## Job Description



### JOB OVERVIEW

The Club Development Officer is responsible for supporting the club in executing its Nomads Youth Development Program (NYRP) and managing a group of Youth Development Coaches (Coaches) to learn and develop skills and club work.

The position is project-based and is initially for short-term work with the possibility of extension based on the success of the first season of the Youth Rugby Program.

**Location:** Makati City

**Required Hours:** 40 to 48 hours per week

**Schedule:** To be determined

**Job Type:** Contract

**Remuneration:** ₱15,000.00 per month

### ROLES AND RESPONSIBILITIES

#### NYRP Implementation Support

- Provide operational, administrative, and financial management support to the club in implementing its Youth Rugby Program, including competitions and other activities.
- Organize promotional, recruitment, and engagement activities.
- Act as the focal point for communications for the club programs and activities, including communications with donors, partners, and community members.
- Serve as a focal point for safeguarding incidents and complaints, ensuring they are reported promptly in line with reporting procedures.
- Ensure club compliance with key cross-cutting donor commitments, including gender inclusion and child and vulnerable adult safeguarding.
- Support the club in managing program timelines and milestones of tasks to keep everyone on track with deliverables.

#### Coaches Development and Management

- Manage and support Coaches to learn and develop skills and club work in the designated streams of safeguarding, financial management, fundraising, and integrated recruitment.
- Manage Coaches to carry out activities following the provided implementation schedule and operations protocol.
- Manage and support Coaches with equipment distribution and replacement needs.
- Ensure monthly Coaches meetings are planned, executed, and delivered in designated areas and following prescribed protocols and quality standards.
- Complete a minimum of 6 Coaches observations per month in the designated area to ensure that quality standards are met.
- Review all Coaches' observations and ensure results are reported monthly.
- Conduct audits on attendance and other forms submitted by the Coaches as necessary.



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- Suggest, support, and attend additional training and support for Coaches in designated areas based on observation results and other available data.

### “Measuring Change” Support

- Develop a detailed understanding of the rugby and life skills curriculum and Measuring Change tools.
- Ensure that all Measuring Change protocols are followed in all implementation locations, including interviews, most significant change stories, and case studies.
- Prepare, collect, and check registration forms, baselines, and end lines for the designated area.
- Lead data collection and submission of all forms from a designated area to the appropriate PRFU focal point (with the direction of PRFU and ChildFund Rugby).
- Track and record changes to Measuring Change tools to ensure that the Club dialect translated resources are fit for purpose.
- Carry out periodic phone and spot checks on data collection and submission.
- Write one Most Significant Change (MSC) per month.
- Ensure all data is entered into Salesforce within agreed timeframes.

### Donor and Partner Compliance

- Ensure donor and grant agreements and project commitments are understood and adhered to in line with PRFU, donors, and local partners.
- Support Club members, consultants, and volunteers to set and adhere to project targets and deadlines.
- Manage project variations with PRFU, donors, and sponsors.
- Ensure all donor and partner reporting (finance, narrative, and output) is prepared in a timely manner and to a high standard.
- Support new project proposal development and fundraising.

### Finance Management and Reporting

- Ensure club Financial Management protocols are followed for all project expenditures.
- Ensure Finance supporting documents are filed appropriately and kept neatly for all project expenditures.
- Ensure Club Procurement Procedures are appropriately followed.
- Review and approve monthly Coaches' payments for those in the designated area and report to Finance.
- Submit monthly reports to Club Board.
- Draft donor reports for Board review.
- Monitor output tracking and reporting.



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### JOB REQUIREMENTS

The position requires someone who is committed to the club's values, vision, and mission. The candidate must be a strong communicator, able to work well in a team, and able to solve problems creatively. The candidate must be someone who works with accountability and integrity to set and meet deadlines in a dynamic environment.

#### Minimum Requirement

- Entry Level with Bachelor's/College Degree.
- Experience working with children and youth.
- Proficient in MS Office and have strong computer skills.
- Excellent verbal and written communication skills and proficiency in both English and Filipino.
- Strong interpersonal, organizational, and time-management skills.
- Excellent analytical skills and attention to detail.
- An interest in learning technical project management skills, including budgeting, proposal writing, and reporting to international donors.
- Willing to work 40 to 48 hours a week and during the evenings and weekends as required.
- Willing to work in a co-working office as needed.
- Willing to report to Makati City and travel around the area and to partner communities as needed.

#### Desired

- Sports coaching experience, specifically rugby with formal qualifications, is an advantage.
- Experience in working in partnerships.
- Experience working in sports for development.
- Able to lead and guide others to develop new skills or knowledge that will enhance their work, with a focus on young people from low-opportunity backgrounds.
- Owns a laptop or has a laptop to use.

