

# Goulburn Rugby Union Football Club

## Job Description



### COMMITTEE – RECRUITMENT & RETENTION OFFICER

The Recruitment and Retention Officer chairs the Recruitment and Retention Committee and liaises to the Committee as a whole of their activities and suggestions.

#### RESPONSIBILITIES

The Recruitment & Retention Officer shall:

- Assemble a Recruitment & Retention Committee which must include Rugby Director and coaches, which may include other committee members but which should ideally include prominent business people able to assist with support through jobs and sponsorship.
- Chair regular meetings of R&R sub-committee.
- Liaise with coaches and selectors on the on-going player needs for the club
- Investigate and recommend possible recruitment sources and support arrangements
- Develop a strategy for approaching suitable players, including source competitions and areas to target, and positions to target.
- Develop a budget for attracting and retaining players
- Participate in the development of recruitment materials and advertisements
- Liaise with the Committee as a whole on progress.

#### KNOWLEDGE AND SKILLS REQUIRED

Ideally the Recruitment & Retention Officer is someone who:

- Has a sound network of business contacts
- Has a well-developed network of rugby contacts outside of Goulburn
- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisation's members.

#### SUB-COMMITTEE INVOLVEMENT

- Football
- Recruitment & Retention
- Grounds