

# Role Profile: Women's & Girls' Rugby

## Convenor

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### Purpose of the Role

Musselburgh RFC is seeking an enthusiastic, organised and visionary Women's and Girls (W&G) Convenor to play a leading role in the continued growth and success of girls' rugby within the club.

This is an exciting opportunity for an individual who is passionate about grassroots rugby, player development and creating an inclusive, ambitious and supportive environment for people in sport.

Covering players from S1–S6 and our senior women's rugby team, the role will be central to shaping the future of girls' and women's rugby within the club and wider community.

The Convenor will act as a key point of coordination across all areas of the girls' and women's rugby section, ensuring players, parents, volunteers and club officials work collaboratively to deliver a positive and progressive rugby experience.

This role is an integral part of the wider rugby structure at Musselburgh RFC and will work closely with coaches, club officials, volunteers and support services to help build a thriving and sustainable future for girls' and women's rugby.

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### Reporting Line

- Reports to: Vice President / MRFC Board
  - Works closely with:
    - Director of Youth Rugby
    - Lead Youth Coaches
    - Youth development officer
    - Senior Women's Coaching Team
    - Membership Secretary
    - Safeguarding Officer
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### Scope of the Role

Development, oversight and coordination of:

- Youth Girls Rugby (U13–U18)

- Senior Women's Rugby
  - Female player pathway development across all stages
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## Key Responsibilities

### 1. Strategic Leadership of Women's & Girls' Rugby

- Ensure W&G rugby is fully integrated into MRFC infrastructure and does not operate in separate silos
  - Ensure MRFC is operating in a manner that promotes W&G rugby in as effective a way possible, taking into account normal practical constraints
  - Report to the Board as necessary and have an open remit to attend Board meetings
  - Develop and implement a club-wide strategy for female rugby participation and development
  - Create a clear and sustainable pathway:
    - Youth girls → senior women's rugby
  - Align delivery with Scottish Rugby participation and development priorities
  - Key strategic role in:
    - Expanding female participation
    - Creating a sustainable women's rugby pathway
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## 2. Participation Growth & Recruitment

- Lead initiatives to increase female participation across all age groups
  - Support recruitment through:
    - Schools engagement
    - Community outreach
    - Come-and-try sessions
  - Promote rugby as:
    - Inclusive
    - Accessible
    - Welcoming for girls and women of all backgrounds and abilities
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### **3. Youth Girls Rugby Development**

- Coordinate and support youth girls teams, including:
    - Existing U14 girls team
    - Future expansion into additional age grades
  - Focus on:
    - Retention during teenage years
    - Player progression and enjoyment
  - Support appropriate competition and fixture opportunities
  - Ensure players are provided the necessary support and facilities
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### **4. Senior Women's Rugby Coordination**

- Support the ongoing development and sustainability of senior women's rugby
  - Work with senior coaches to:
    - Recruit and retain players
    - Integrate youth players transitioning into adult rugby
  - Promote links between senior women's players and younger girls' sections
  - Promote links with the adult male part of the club and identify areas of challenges and blockages
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### **5. Player Pathway & Transition**

- Ensure smooth transitions between:
    - Youth → women's rugby
  - Work with the Transition Manager and Youth Development Officer to:
    - Reduce dropout at key stages
    - Maintain player engagement
  - Promote visible female role models within the club
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### **6. Coaching & Volunteer Development**

- Support recruitment and development of:
  - Female coaches

- Team managers
    - Volunteers
  - Work with the Lead Youth Coach to ensure:
    - High-quality coaching provision across girls' rugby
  - Encourage coaches to undertake Scottish Rugby qualifications and CPD
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## **7. Safeguarding & Welfare**

- Work closely with the Safeguarding Officer to ensure:
    - Safe and inclusive environments for girls and women
    - Appropriate safeguarding practices in all activities
  - Ensure welfare considerations are embedded across the female pathway
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## **8. Communication & Engagement**

- Act as a key point of contact for:
    - Female players
    - Parents/guardians
    - Coaches and volunteers
  - Promote women's and girls' rugby through:
    - Club communications
    - Social media
    - Community engagement
  - Foster a strong sense of identity and belonging within the female section
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## **9. Events & Community Development**

- Coordinate or support:
  - Girls' rugby festivals
  - Recruitment events
  - Women's rugby development activities
- Build relationships with:
  - Schools

- Local community groups
  - Scottish Rugby development staff
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## **10. Governance & Reporting**

- Provide monthly updates to the Board on:
    - Participation numbers
    - Retention and progression
    - Development priorities and risks
  - Contribute to wider club strategic planning
  - Follow the Club code of conduct at all times and help to ensure that other members do the same.
  - Ensure that 100% of players & coaches are signed up to code of conduct / charters in all categories
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## **Key Skills & Experience**

- Strong organisational and leadership skills
  - Passion for the growth of girls' and women's sport
  - Excellent communication and relationship-building ability
  - Experience in rugby, coaching, sport development, or volunteer coordination (desirable)
  - Ability to work across:
    - Youth
    - Adult environments
  - Knowledge of Scottish Rugby women's and girls' rugby structures (desirable)
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## **Key Relationships**

- Club Board
- Director of Youth Rugby
- Lead Youth Coach
- Transition Manager
- Senior Women's Coaches
- Team Managers

- Safeguarding Officer
  - Membership Secretary
  - Parents/Guardians
  - Scottish Rugby development staff
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## **Time Commitment**

- Ongoing throughout the year
  - Peak periods:
    - Recruitment campaigns
    - Festival/tournament periods
    - Transition phases between age groups
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## **Success Measures**

- Growth in female participation across all age groups
  - Establishment and sustainability of girls' mini rugby
  - Retention of girls through youth rugby into senior women's rugby
  - Positive player and parent experience
  - Integration with the wider club
  - Increased visibility and profile of women's and girls' rugby within the club
  - Alignment with Scottish Rugby development objectives
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