

Somerset County Rugby Football Union Limited

Incorporated with Limited Liability under the Industrial & Provident Societies Act 1965. No. 29084R

Organisation	Somerset RFU Ltd
Job Title	Somerset RFU RDP Secretary
Honorarium	£1,000 plus out of pocket expenses
Reports To	CB RDP Chairman
Closing date	Monday 20th February 2012

Job Purpose

To develop the administration and reporting structure of the Rugby Development Partnership in Somerset

Main Duties and Responsibilities

Duties to include:-

- Offering Secretarial Support to the CBRDP
- Typing correspondence including minutes, letters, faxes, press releases
- Liaising with the web master and updating the website
- Answering telephone and email queries
- Communicating with the RFU / Somerset RFU on all RDP matters, tour applications and special dispensations etc
- Collating agenda papers for the RDP and Sub committees
- Maintaining the Planning Funding and Reporting documents
- Arranging and taking minutes for the CBRDP meetings
- Attending conferences/meetings when required
- Providing administrative support to the RDP Sub Committee Chairmen
- Liaising between the RFU/County and the Clubs/Schools/Associated Bodies
- Arranging regular distribution of RDP Notices and Newsletters
- Updating database of club/school contacts on a regular basis
- To undertake any other duties as may be reasonably require by the RDP Chair

To apply please send a rugby CV to

John Hole
British Colleges Sport
2-3 North Street Workshops
Stoke-sub-Hamdon
TA14 6QR

01935 823444
07718 317932