

DORSET & WILTS. RUGBY FOOTBALL UNION

**NEW OPENING FOR D&WRFU PROJECTS OFFICER**

**Organization - Website:** <http://dwrugby.co.uk/>

D&W RFU is a constituent body of the RFU and has a remit to grow the game of rugby in Dorset and Wiltshire and strengthen our 37-member clubs as well as administering the game. To achieve this, we require a Projects Officer to lead key strategic projects and to oversee project work undertaken by our committees.

**Skills and Experience**

This role would suit a professional programme manager who enjoys involvement in promoting sport in the community and has a successful track record in managing projects in a commercial environment.

**Role Description**

The Projects Officer reports to the D&W RFU Management Board Chairman in undertaking the following functions:

* Developing and maintaining a master projects register to deliver the D&W RFU key objectives
* Managing strategic projects in coordination with D&W officers, committee chairmen, volunteers and member clubs
* Providing the Management Board and other officers and volunteers with advice on project management disciplines
* Providing the Management Board with regular updates on the essential performance indicators of D&W RFU projects
* Providing an input to the annual planning cycle regarding projects and their associated resource requirements and risks.

**Time Required**

To be effective in this role the incumbent would expect to give about 5 hours a week at a time of their choosing with meetings with colleagues arranged by mutual agreement on timing and location.

**Location**

Although the Dorset and Wilts RFU holds its Council and Board meetings in Salisbury, other meetings are arranged at locations mutually convenient to the participants.

**Point of Contact**

Chairman of D&W RFU Board, George McElroy, Email [gem@gemec.org](mailto:gem@gemec.org), Mob 07876 204487 or

Honorary Secretary, Gerald Burden, Email [gerald@geraldburden.plus.com](mailto:gerald@geraldburden.plus.com), Mob 07415 995087