



## Manager – Rugby Operations Posting

**Rugby Alberta is on a mission to become one of the best provincial rugby unions in Canada** and we want you to be a part of our journey. As the 3<sup>rd</sup> largest provincial rugby union in the country, Rugby Alberta is a not-for-profit provincial sports organization (PSO) that prides itself on being a player-centered and development driven organization.

We are looking for a Manager, Rugby Operations to join our team as we continue our vision of creating vibrant, inclusive rugby communities that have the infrastructure to support the growth and development of our players, coaches and volunteers.

### **The Opportunity**

Reporting to the Executive Director, the Manager, Rugby Operations is a full-time member of the Rugby Alberta leadership team and the department head for Rugby Operations. This position has a broad mandate and the ability to support Rugby Alberta's vision will be paramount. The Manager, Rugby Operations will be expected to foster collaborative relationships that will create a cohesive, supportive and progressive rugby environment in Alberta. The incumbent will bring the experience, knowledge and personal attributes necessary to inspire growth in the game, build sustainable programming and drive alignment from community to club to province and beyond.

### **Key Deliverables**

#### Leadership

- Lead all rugby development and technical staff on the execution of Rugby Alberta's Strategic Plan, annual operational plans and budgets for the Rugby Operations department.
- Participate in all provincial and national technical and high-performance meetings
- Establish and manage relationships with all key technical leaders within the rugby community (e.g. Member Clubs & Sub-Unions, education system leaders & organizations, etc.)

#### Development and High Performance

- Effectively lead and manage the permanent & seasonal / volunteer workforce within the Rugby Operations department, overseeing their delivery of high-quality programs in accordance with annual operational plans and budgets
- Lead the development and implementation of strategies that maximize the performance potential of all rugby participants in Alberta
- Contribute to the strategic direction of Rugby Alberta, leading the tactical and operational delivery of initiatives that demonstrate impact against our development and performance goals and that support the club community



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- In alignment with Rugby Canada's national direction, lead and shape the transition and implementation of clear development pathways for players, coaches and match officials
- Ensure the design and delivery of provincial and high-performance programming (Alberta Wolfpack programs) that enables talented players and coaches to achieve higher levels of performance and development
- Oversee the application processes for team coaches, managers, and therapists, and make recommendations for selection.

### Competitions and Leagues

- Oversee the design, development, implementation and assessment of provincial leagues and competitions
- Work collaboratively with Sub-Unions to ensure the success of all competitions across the province
- Ensure meaningful competition models are established to grow and broaden participation at all levels of the game, including grassroots, club and provincial / representative.

### Coach & Match Official Development

- Ensure continuous improvement of training and education and professional development strategies for coaches and rugby program leaders
- Liaise with the Rugby Alberta Match Official Association to ensure continuous improvement of training and education and professional development strategies for match officials
- Work in collaboration with other community stakeholders to implement a clear development pathway for coaches and match officials.

### **Skills and Competencies**

- A record of success in system building and generating results in technical, development and high-performance sport programming inclusive of player, coach and match official education / development
- Previous experience working at both the grassroots levels and within the high-performance player pathway
- Experience coaching and/or leading programs within targeted player development programs at a provincial or national level
- Degree/Diploma in sport sciences, sport management or a related field, or an equivalent combination of education, certification, and experience



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- Demonstrated high level project management skills, including an ability to analyze, plan, monitor, evaluate and prioritize, and prior experience leading program and budget financial planning
- Strong leadership, organizational and communication skills, including the ability to lead and manage staff and volunteers in a team environment
- Self-directed and results oriented with the ability to multi-task and problem solve
- Well established & developed presentation and facilitation skills
- Knowledge of Rugby Alberta and the Alberta / Canadian rugby community is essential
- Proficient computer skills and knowledge of common technologies related to this line of work

### Additional Information

- As this role is focused on all areas of our province, the Manager, Rugby Operations can be based out of any major centre in Alberta, but must be able to demonstrate their ability to work effectively in a remote capacity if not able to work regularly out of the Rugby Alberta head office in Edmonton
- As this full-time position will require work to be performed during regular working hours, weekends and evenings, all applicants must clearly indicate their ability to be available for performing work functions at a variety of times
- As this is a role that requires interaction with stakeholders across the province, the ability & willingness to travel throughout Alberta is required.
- All applicants must be able to demonstrate that they meet all legal requirements to work in Canada.
- Current, clear criminal record check for the vulnerable sector required.
- Salary Range commensurate with experience and background (targeted range is \$50,000 - \$55,000 annually).

### Application Process

Interested candidates should email a resume and cover letter outlining their experience to [info@rugbyalberta.com](mailto:info@rugbyalberta.com) by December 15, 2025.