SUOMEN RUGBYLIITTO
FINNISH RUGBY FEDERATION

Club Development Coordinator

Role Description	
Role Title	Club Development Coordinator
Reports to	Head of Development
Key relationships	Technical Director, all clubs who are members of SRL, Head of Training and Education, other SRL volunteers offering support for club volunteers Outside SRL: Any clubs not active anymore, any groups of people starting a new club
Role type	volunteer
Time Commitment	Varying with seasonal needs, approximately 2-5 hours per month
Term	2 year term, with possibility to extend.

Role Purpose
Offer rugby clubs possibilities to develop their way of doing things. Stay in contact with existing clubs, know their needs and challenges, facilitate needed support from SRL side together with other volunteers, facilitate knowledge sharing between clubs.

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Core Responsibilities	
1. Know the clubs' situations, needs and profile them	
• Make yearly club interviews to stay on top of the situation in clubs (together with Technical Director) • Collect at least once a year "basic data" from clubs (together with Technical Director)	• From the data collected identify club categories ("profiles") which are linked to the their challenges and / or needed support • Collect feedback from clubs at least yearly to understand if support has been useful
2. Plan and facilitate SRL support for clubs	
• To make support actions to happen: Discuss with needed SRL volunteers to get needed actions to their yearly plans • Make a plan of support actions which will be done by this role	• Make yearly plan on actions how to help clubs, collecting together all actions done by different volunteers & TD
3. Facilitate peer-support	
• Facilitate knowledge sharing between clubs, for example (but not limited to) a shared Drive, online events, peer support messaging groups	• Ask and collect ideas from clubs for new types of peer-support

Other aspects	
may	**must**
•	• Take care that a sub set of basic data of clubs is visible on SRL website • Take care that club basic data is available for SRL volunteers • Take care that sensitive club information is not available other than TD & Club Development Coordinator

Strategic Alignment

shall:

- Strategic element: Growth
  - Help clubs so that clubs can grow, identify enablers
- Strategic element: Development
  - Share materials and knowledge to clubs, facilitate knowledge sharing between clubs
- Strategic element: Good governance, volunteers, and sense of community
  - Help clubs with governance and volunteer issues
  - Make clubs feel they are heard (interviews, easy to follow action plan)
- Take part in the drafting and maintenance of SRL annual action plans aligning with the strategic plan (in the scope of club development)

Key Performance Indicators

- % of clubs interviewed
- Annual action plan

- Knowledge sharing between clubs is facilitated at least once a year

Skills & Experience
Essential
• Good writing and communication skills in English and Finnish • Solid organisational skills
Desirable
• Experience being a rugby club volunteer and how a rugby club works

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Changes Control
First draft: 15.8.2026 Satu Raudasoja
10.11.2026 Changed role title from manager to coordinator / Heikki Harju