# JOB DESCRIPTION

# Job Title: Chair of the Compliance Standing Sub-Committee

## Nature and Scope:

The Chair of the Compliance Standing Sub-Committee is a volunteer role.

The Chair will be a member of the YRFU Committee with the responsibility to ensure effective administration of the affairs of YRFU across the following areas of responsibility Governance, Safeguarding, Rugby Safe, Discipline and Nominations.

## Responsibilities:

1. Plan and agree with the Committee objectives for each area of responsibility in your Standing Sub-Committee.
2. Support recruitment of team members to fulfil the required roles in each area of responsibility in your Standing Sub-Committee.
3. Ensure there is clear and effective communication throughout your Standing Sub-Committee.
4. Make policy recommendations to the Committee in regard to all aspects of efficient and effective administration of the County its member Clubs.
5. Review policy and monitor all Club actions and schools where appropriate, with regard to safety and welfare of players and monitor implementation by Clubs of RFU policies.
6. Promote ways of making the game as safe as possible within all areas and at all levels and ages.
7. Provide advice, guidance and education on Child protection and Player Welfare and ensure all Clubs and the County operate a policy within the guidelines laid down.
8. Make recommendations for alterations and changes to the County rules as necessary to the timelines set and/or when requested by the Committee.
9. Carry out your responsibilities within any budgets set.
10. Ensure that the appropriate Safeguarding courses are run within the County.
11. Liaise with other Standing Sub-Committees as required.
12. Ensure all Clubs are adequately insured.
13. Ratify all reports from each area of responsibility in your Standing Sub-Committee in respect of meeting minutes, issues, and any other decisions that need to be discussed and documented.
14. Submit written reports of the meetings of the Standing Sub-Committee to the Committee of YRFU in the format requested and within 10 working days of the meeting being held.

As the Chair of the Standing Sub-Committee you may only act on matters delegated to you by the Committee or pursuant to the Terms of Reference of your specific Standing Sub-Committee.

## Person Specification

### Qualifications and Experience

* Good chairing skills including planning of meetings, managing debates and widely varied opinions.
* Proven ability to foster a corporate culture that extends from the Committee to Club level.
* Knowledge of the modern game.
* Understanding of, and interest in, the main challenges facing the YRFU for five to ten years ahead.
* Understanding of Safeguarding and Discipline.

### Skills and Personal Attributes

* Passion for the game of rugby and grass roots sports development.
* Proven leadership skills: someone who will enthuse and inspire employees and external stakeholders (including volunteers).
* Committed, loyal and highly trustworthy and someone who demonstrates the values of the YRFU.
* Skill and sensitivity in dealing with different sections of the whole game.
* Integrity, good judgment and independence of mind.
* Fairness and even-handedness in dealing with individuals with conflicting views and/or interests and skill in obtaining consensus.
* Computer literate.
* Strong teamwork: able to effectively communicate, motivate and engage with widely differing individuals.
* Absence of potential conflicts of interest.
* The ability and willingness to commit the time to be an effective Chair.

### Additional Information

* All successful applicants will be required to provide two referees (no relatives) and permission for a DBS check.
* Time Commitment: attendance and preparation for Committee meetings, Standing Sub-Committee meetings and sub-group meetings and other meetings across the districts.

YRFU strive to operate a policy of equal opportunity and does not discriminate on the grounds of race, colour, religion, age, sex, nationality or disability with respect to employment, promotion or training.

**For further information about this Chair role please contact Barry Breakwell on barrybreakwell@btinternet.com**

**Closing date for this role is Friday 27 May 2022**

### Application requirements

Should you be interested in applying for this role then please email [adminsecretary@yorkshirerfu.co.uk](mailto:adminsecretary@yorkshirerfu.co.uk) with the following information:

* The role you are applying for.
* Your name and contact details.
* Your CV.

Please note that only the above information will be used to assess your suitability to be interviewed for the role.