



Job Title: Mini Junior Coordinator

Location: Castle Park, Doncaster, DN2 5QB

Position Type: Part Time (24 hours per week or 3 days)

Reports to: General Manager

Salary: £15,500

About Doncaster RFC

Doncaster RFC, based at Castle Park, is a proud and historic rugby club committed to developing the game at all levels. Our Mini Junior programmes are the foundation of our club's future, delivering inclusive, engaging and safe rugby experiences to young players and the wider community.

Role Overview

The Mini Junior Coordinator will be responsible for the planning, delivery and strategic development of the Mini Junior (Micro–U18) section. This role ensures that all young players, coaches, volunteers and partners are supported to enjoy a positive, inclusive and safe rugby environment that aligns with the club's values and ambitions.

Key Responsibilities

Mini Junior Section

- Oversee the coordination and delivery of Mini Junior rugby sessions and matchdays across all age groups.
- Support and manage volunteer coaches, ensuring appropriate training, DBS checks and safeguarding compliance.
- Support the M&J Chair and Committees as required,
- Work with age-grade managers and parents to foster communication, retention and growth.
- Lead recruitment drives for new players, coaches and volunteers.
- Plan and deliver festivals, camps and club development days.
- Ensure adherence to RFU Age Grade Rugby regulations and club policies.

Administration & Compliance

- Manage player registration, attendance tracking, fixtures and safeguarding records.
- Maintain up-to-date records of qualifications, DBS certifications and first aid compliance for all volunteers.
- Support the commercial & media teams with junior-based initiatives.

Key Skills & Experience

- Proven experience working in a youth rugby, sports development environment or educational setting.
- Excellent interpersonal and communication skills with the ability to engage children, parents and volunteers.
- Strong organisational and planning skills.
- Understanding of safeguarding, inclusion and welfare principles in youth sport.
- DBS clearance is essential for this post.
- Valid driving licence

Working Conditions

- 24 hours per week, including evenings and weekends (especially Sundays).
- Primarily based at Castle Park
- Occasional matchday and club event support required.

Benefits

- Club kit and training gear
- Ongoing CPD
- Opportunities to work with senior club staff, coaches and players
- Free on-site parking
- Opportunity to shape and grow one of Yorkshire's leading Junior rugby programmes

And Finally.... The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.

TO APPLY: Send your CV & Cover letter to recruitment@castle-park.co.uk