



Job Description

1. Job Particulars:	
Job Title: YTC Administrator (Women's Rugby)	Department: Participation & Development
Direct Reports: None	Travel Required: None
Reports to: Manager: Women's Participation Manager	Fixed Term Contract (until 31 December 2028)
2. Purpose of Job:	
To coordinate the programmes and activities of the Youth Training Centre as well as create a safe and inclusive environment for girls/women to train and play.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none">• To plan, operate and report in unison with SARU and the Provincial union.• To facilitate recruitment campaigns of players in schools, clubs and communities;• To ensure programs are aligned and pathways exists for participating players.• Liaise and collaborate with SARU partner programs like "Get into Rugby" and "Vuka"• To organise Coaching Clinics for players, coaches and teams;• To arrange matches, leagues and festivals for schools and community teams;• To arrange training and playing venues for all teams;• Register all players participating in the programme on SARU's Footprint System and maintain the database;• Render support services to the YTC Coaches and Trainers.• To budget, manage and report on SARU's annual operational funding allocation	
4. Experience & Expertise (Typical educational qualifications & experience)	
<p>a. Educational background</p> <ul style="list-style-type: none">• Certificate in Administration (essential)• Diploma in administration (Desirable)	
<p>b. Experience (years and nature)</p> <ul style="list-style-type: none">• 1-3 years' experience in office / sports administration	
5. Critical Competencies	



Technical Competencies

- Administration skills
- Computer literacy
- Record keeping
- Negotiation skills
- Networking skills
- Communication skills
- Planning and reporting
- Budget planning and reporting

Core Competencies

- **Leadership & People Development** - Provides support and shares knowledge with peers. Welcomes feedback and learning.
- **Resilience** - Seeks support when overwhelmed and takes initiative to manage stress and emotions constructively.
- **Operational Excellence & Ambassadorship** - Delivers assigned tasks reliably and upholds SARU's values in everyday actions.
- **Agile Innovation & Adaptability** - Responds to change with flexibility. Open to learning and trying new ways of working.
- **Collaboration & Communication** - Shares relevant information clearly. Listens to understand and contribute constructively in teams.
- **Strategic & Commercial Thinking** - Understands SARU's goals and considers basic resource and financial impacts in decision-making.