



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.