



A Full Member of the World Rugby, Asia Rugby, Philippine Sports Commission and Philippine Olympic Committee

POSITION DESCRIPTION

Position Title: Community & Development Manager
Location: Metro Manila
Reports to: Head of Operations

Main Role

The Community & Development Manager is responsible for growing participation in rugby across the Philippines through strong club partnerships, school engagement, and community development programs. The role oversees the delivery of PRFU community initiatives including Pass It Back while supporting clubs, schools and local partners to expand sustainable rugby participation.

Reporting Structure/Relationships

Reports to:
Head of Operations

Works closely with:

- Competitions & Performance team
- Commercial & Revenue team
- PRFU clubs and Development Officers
- Partner organizations

Key Responsibilities

1. Community & Development
 - Support and develop PRFU member and affiliated clubs
 - Identify new communities for rugby expansion
 - Build relationships with LGUs and local partners
 - Support grassroots competitions and festivals

Key Performance Indicators:

- Maintain active engagement with 100% of affiliated clubs, including at least 3 structured check-ins per club per year
- Support clubs to increase registered players by 10–15% annually
- Ensure 80–90% of clubs participate in at least one PRFU sanctioned domestic competition annually
- Establish minimum operational standards for clubs (safeguarding compliance, coach accreditation, registration)
- Support at least 2 club development initiatives or pilot projects annually
- Maintain club satisfaction rating of 80%+ through annual club feedback survey

2. Grant Specific Development Programs

- Oversee delivery of Pass It Back and other development initiatives
- Support coach and educator networks
- Ensure safeguarding standards are implemented

Key Performance Indicators:

- Ensure 100% delivery compliance for Pass It Back and other funded programs
- Maintain participant retention rate of at least 75% across Program cycles

- Maintain safeguarding compliance and incident reporting standards at 100%

3. Schools Rugby Club Development Support

- Build partnerships with schools and DepEd
- Coordinate junior rugby introduction programs
- Link school participation pathways to clubs

Key Performance Indicators:

- Establish 1-2 new school rugby programs annually
- Deliver minimum 2 school rugby festivals or competitions per year
- Ensure at least 50% of participating schools are linked to a local club
- Train 10+ school-based teachers or coaches annually
- Increase junior player participation by 10% annually

4. Financial Oversight and Reporting

- Manage development program budgets
- Monitor spending against approved plans
- Support reporting to donors and partners
- Provide monthly program updates
- Maintain participation data

Key Performance Indicators:

- Manage development program budgets within $\pm 5\%$ variance
- Ensure 100% timely acquittal of program cash advances
- Submit monthly program reports on time (100% compliance)
- Maintain accurate participation data and monitoring records
- Ensure donor reporting requirements are met according to agreement schedules

Management

The CCM will manage all PRFU Development Officers. It is expected that the appropriate level of engagement and relationship is built with all staff.

Remuneration

Remuneration for this position will be according to contractual commitments between PRFU and the post holder.

Conditions

- Full-time position with occasional travel domestically and internationally;
- Must be based in Metro Manila;
- The normal working week is 40 hours, though due to the nature of the position, work during the evenings and weekends will be required without additional compensation for overtime;
- Work outside normal office hours may be required to support PRFU events and activities, with time-off-in-lieu arrangements in line with PRFU policies.
- Must report to the office a minimum of 4 days a week when not traveling outside of Metro Manila.