TOR RUGBY CLUB

Club Data Officer

Purpose

As the main contact at the club for the Game Management System (GMS), The Club Data Officer helps to establish the needs of users of GMS within the club including training, ensuring the system is being used appropriately and that information is kept updated, ultimately contributing to the efficient running of the club.

Key aspects of the role

1. Main point of contact for the GMS system

   Working closely with the GMS trainers, RFU Local Rugby Development Team and GMS help desk to ensure that new developments/upgrades are enacted and communicated to the appropriate people.

2. Compliance with Data Standards requirements

   Monitor user access permissions and privileges and ensure the requirements of the Data Protection Act and General Data Protection Regulations are adhered to.

3. Training and updating users

   Establish the needs of GMS users, providing basic training where required and ensuring they are kept up to date with system changes and identifying Data Officer assistant (s) to ensure the club always has someone who can keep data current.

Is this the role for you?

If you appreciate the importance of keeping accurate data records and would like to develop your knowledge of using the GMS, you could help to establish better communications with your members, improve your own and others' understanding of what's needed to help your club develop, thereby helping your club increase its revenues.