<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Development Officer for Coach &amp; Referee – National Lead on Women &amp; Girls</th>
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<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>Band 5</td>
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<tr>
<td><strong>Location</strong></td>
<td>Ospreys regional base</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>Standard hours are 35 per week, to be worked over a 5/7 working arrangement. The role will involve weekend and evening commitments</td>
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<td><strong>Responsible to</strong></td>
<td>Coach Development Manager</td>
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<td><strong>Responsible for</strong></td>
<td>Regional coach development workforce (casual)</td>
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| **Contractual Status** | • 12 month fixed term contract, full time  
• Subject to 6 month probationary period |

**Role Summary**

• Develop support programmes and structures to develop high quality development and ‘pathway’ coaches. Ensure all coaches in the relevant region have no barriers to their development other than their own ability and drive  
• Leading, developing and implementing women and girl’s specific workforce development opportunities for coaches, referees and volunteers

**Key Relationships**

• General Manager Women’s Rugby  
• Regional Managers  
• Regional Coordinators and Game Changers  
• Clubs/Hubs  
• Regional organisations, schools and colleges (FE and HE)  
• External agencies, UAs, NGBS and Partners

**Key Responsibilities, Tasks and Activities**

• Lead for Women’s and Girls’ coach and referee development and support the strategic direction for female game  
• Devise and deliver annual coach education programme of WRU courses.:  
  o Organise facilities, equipment and personnel to deliver courses effectively  
  o Complete necessary financial purchase orders for all purchases relating to coach development  
  o Complete necessary paperwork relating to 1st4sport and the quality assurance processes  
  o Return all database information to WRU central database  
• Recruit and develop a workforce of educators to assist with the delivery of courses for coaches, referees with a female centric focus  
• Provide an annual regional development plan based on WRU KPIs and submit quantitative and qualitative reports as required  
• Support and develop referee programmes (Ready to Ref) and work with the referee societies to provide CPD session and courses  
• Devise and deliver a differentiated annual programme of workshops and seminars covering all relevant areas of coaching and refereeing in the community game, with consideration to the female environment:  
  o Maintain a record of coaches and referees attending CPD events  
  o Develop appropriate resources to meet the needs of CPD for coaches, referees and teachers  
• Work with LEA’s and hub programme to provide an annual teacher development offer that includes formal qualifications and regular CPD opportunities for Primary and Secondary school teachers, using insight to provide the appropriateness for female environments
## JOB DESCRIPTION

- Devise a mentoring framework to support workforce development aligned to the Women & Girl’s strategy
- Meet and advise clubs/hubs on developing effective coaching and coaching structures in the club/hub, including the reduction of the number of unqualified coaches
- Develop and maintain a database of active coaches in the region
- Assist all clubs/hub to develop their coaches through the delivery of coaching workshops and seminars
- Work on national resource development projects as required
- Carry out duties in support of the WRU Group Strategic Mission, Purpose and Values.

### Continued Professional Development

The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

## PERSON SPECIFICATION

### Experience

- Understanding of the needs of coaches within the development environment
- Minimum 12 months’ experience working within rugby development discipline desirable
- Ability to demonstrate a high level of knowledge and competence within the coaching environment
- Strong interpersonal skills and relationship management

### Skills & Qualifications

- Sports coaching qualification minimum Level two
- Will be qualified as either a UKCC coach educator or UKCC trainer
- Excellent IT skills, specifically Microsoft Word, Excel and PowerPoint
- Excellent written and verbal communication skills are essential
- Ability to communicate and work through the medium of Welsh is desirable

### WRU Group Values

The role holder is expected to perform their roles in accordance with the WRU Group Values - **Excellence, Integrity, Success, Courage, Family, Humour**

The WRU Group Values document is available upon appointment to the role.

### Other

- Valid UK driving licence is required
- This role is subject to an enhanced DBS disclosure check
- An understanding and commitment to equality and diversity in employment and sport
- Work in accordance with all group policies and procedures, including sustainable development
- An understanding of individual responsibility in complying with the health and safety policies and arrangements.

## Acknowledgement

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<tr>
<th>Employee Signature:</th>
<th>Name:</th>
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<tbody>
<tr>
<td>Line Manager Signature:</td>
<td>Name:</td>
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The job description is subject to change pending review by the role holder and their line manager.