

**Job Description**  
WRU Rugby Coordinator –  
Cardiff Blues Region



JOB DESCRIPTION	
<b>Job Title</b>	WRU Rugby Coordinator – Cardiff Blues Region
<b>Salary</b>	Band 5
<b>Location</b>	Regional Office/Satellite Locations
<b>Hours of work</b>	Standard hours are 35 per week. The Rugby Coordinator will be expected to discharge their duties under a 5/7 working arrangement. Core days will be determined by the Regional Manager. The role will involve weekend and evening commitments.
<b>Responsible to</b>	WRU Regional Rugby Manager, aligned to WRU participation strategy
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	<ul style="list-style-type: none"> <li>• Full time, permanent</li> <li>• Subject to 6 month probationary period</li> </ul>
<b>Role Summary</b>	Facilitate and manage programmes of work that increase and enhance regular rugby engagement and participation, across all ages, formats and competitions, in strong vibrant ‘clubs’, clusters, educational and community settings that retain the values of rugby and provide everyone with ‘Positive Rugby Experiences’ whilst contributing to the long-term health and wellbeing of society.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Regional Clubs and Cluster Centres</li> <li>• Regional Hubs and Educational Establishment’s</li> <li>• Professional Rugby Region</li> <li>• U19 Game Management Group/s</li> <li>• Women’s and Girls Game Management Groups</li> <li>• Local Sport, Leisure and Community Development Depts</li> <li>• WRU Partnerships/Affiliates/Stakeholders</li> <li>• Senior Districts</li> <li>• WRU Board Members</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>• Establish and coordinate a rugby plan to increase and enhance regular rugby engagement and participation, across all ages and formats.</li> <li>• Maintain an accurate monitoring system to provide a clear picture of rugby participation in their designated area.</li> <li>• Work with clubs, clusters, educational establishments and non-rugby organisations in the area to increase and enhance regular rugby engagement and participation, across all ages and formats of the game for males and females.</li> <li>• Support clubs, clusters and educational establishments to offer coordinated playing &amp; participation opportunities in their local communities across all ages and formats of the game.</li> <li>• Ensuring the pathways between club, cluster and education are accessible to all.</li> <li>• Facilitate appropriate local playing opportunities and competitions for clubs, clusters and educational establishments through working with: <ul style="list-style-type: none"> <li>o U19 Game Management Group</li> <li>o Women and Girls Game Management Groups</li> <li>o Senior District Organisations</li> <li>o Schools Districts Organisations</li> <li>o WRU Partnerships/Affiliates/Stakeholders</li> </ul> </li> <li>• Manage the working relationship with key stakeholders such as GMG, clusters, clubs and educational establishments to ensure WRU strategy, initiatives and policies are communicated and actioned effectively.</li> <li>• Promote and develop growth in the game by engaging all sections of the community, with specific emphasis on those that are under-represented</li> </ul>

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	<p>currently.</p> <ul style="list-style-type: none"> <li>• Manage and support the termly work programmes and reports for the Rugby Coordinator's designated group of Hub Officers.</li> <li>• Monitor Hub partnerships to ensure that WRU funding criteria are being met and outcomes are coordinated across the region.</li> <li>• Organise community coaches/activators and wider rugby workforce and their delivery programmes in line with regional and national strategy.</li> <li>• Coordinate and support the work-based learning of apprentice development staff in line with the aims and objectives of the WRU Rugby Participation Department.</li> <li>• Support the coordination of Talent Potential and development programmes that are accessible and inclusive to all players (males and females).</li> <li>• Support and promote WRU events as required in-line the WRU Rugby Participation Strategy.</li> <li>• Establish and maintain a collaborative working relationship with the Regional Rugby Community team.</li> <li>• Ensure that the principles of inclusivity, equality and diversity are applied in all aspects of work.</li> </ul>	
<b>Continued Professional Development</b>	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.	
<b>PERSON SPECIFICATION</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 12 months experience working within a Sport Development discipline</li> <li>• Experience of delivering events.</li> <li>• Experience of working with and engaging young people and adults.</li> <li>• Experience of demonstrating a high quality and appropriate environment.</li> </ul>	
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A formal qualification or experience in a sport and /or education environment</li> <li>• Experience of delivering events.</li> <li>• Competently demonstrate an understanding of a high quality and appropriate environment and associated behaviours.</li> <li>• An understanding of the needs of participants within the community .</li> <li>• Strong interpersonal skills, role modelling and relationship management.</li> </ul>	
<b>WRU Group Values</b>	<p>Excellence, Integrity, Success, Courage, Family, Humour</p> <p>A copy of the WRU Group Values Document is available upon appointment to the role</p>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Valid UK driving licence is required.</li> <li>• This role is subject to an enhanced DBS disclosure check</li> <li>• An understanding and commitment to equal opportunities in employment and sport</li> <li>• An understanding of individual responsibility in complying with Health and Safety policies and arrangements</li> </ul>	
<b>Acknowledgement</b>		
<b>Employee Signature:</b>	<b>Name:</b>	<b>Date:</b>
<b>Line Manager Signature:</b>	<b>Name:</b>	<b>Date:</b>

**The job description is subject to change pending review by the role holder and their line manager.**