

## Job Description

### Coach & Referee Development Officer – Ospreys Region



JOB DESCRIPTION	
<b>Job Title</b>	Coach & Referee Development Officer – Ospreys Region
<b>Salary</b>	Band 5 (£24,000 per annum)
<b>Location</b>	WRU National Centre of Excellence, Hensol and/or Regional Offices
<b>Hours of work</b>	35 per week, with a requirement to work flexibly, evenings and weekends, as necessary
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>National Coach Development Manager</li> <li>Regional Rugby Manager</li> </ul>
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	<ul style="list-style-type: none"> <li>Permanent, full time</li> <li>Subject to 6 month probationary period</li> </ul>
<b>Role Summary</b>	To develop, deliver and improve support programmes, courses, and structures to community coaches within their region
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>Regional Rugby Managers</li> <li>Regional Coordinators and Game Changers</li> <li>Club Representatives</li> <li>Regional Organisations, Schools and Colleges (FE and HE)</li> <li>External agencies, UAs, and Partners</li> <li>Referee Department</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>Coordinate and deliver an agreed regional programme of coach and referee courses and workshops</li> <li>Offer bespoke coach development support to targeted clubs, teachers in schools and universities</li> <li>Mentor coaches remotely and in their own coaching environment, including coaches operating in the talent pathway and those completing their level two/three awards</li> <li>Lead online communities of practice for coaches (Coaches Corner)</li> <li>Provide ongoing coach/referee development through the delivery of an agreed regional programme of Continuous Coach Development events</li> <li>Mentor selected female coaches as agreed with the General Manager Women's Rugby</li> <li>Produce up to date, relevant and agreed reports on progress, against all key objectives in the job holder's area of responsibility</li> <li>Upskill and Mentor Hub officers in their own environments</li> <li>Build relationships with the regional clubs</li> <li>Develop a workforce to support their work plan</li> <li>Deliver Mentoring course to selected personnel to support coaches</li> <li>Carry out duties in support of the WRU Group Strategic Mission, Purpose and Values.</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.
PERSON SPECIFICATION	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience working within rugby development discipline</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to demonstrate a high level of knowledge and competence within the coaching environment</li> <li>• Strong interpersonal and relationship management</li> <li>• Excellent knowledge and understanding of regulatory compliance.</li> </ul>	
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Rugby Coaching qualification, WRU UKCC Level Three is essential</li> <li>• Qualified as either a UKCC Coach Educator or UKCC Trainer</li> <li>• Excellent IT skills, specifically Microsoft package</li> <li>• Strong interpersonal skills</li> <li>• Excellent written and verbal communication skills are essential</li> <li>• Ability to communicate and work through the medium of Welsh is desirable.</li> </ul>	
<b>WRU Group Values</b>	<p>An ability to perform the role and responsibilities in accordance with the WRU Group Values - <b>Excellence, Integrity, Success, Courage, Family, Humour</b></p> <p>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 and reviewed regularly in line with regulated activity and policy requirements</li> <li>• An understanding and commitment to equality, diversity and anti-discriminatory practices in employment and sport</li> <li>• Work in accordance with all group policies and procedures, including GDPR and sustainable development</li> <li>• An understanding of individual responsibility in complying with health and safety policies and arrangements.</li> </ul>	
Acknowledgement		
<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.**