

Job Description

Integrity Training Co-Ordinator



JOB DESCRIPTION	
Job Title	Integrity Training Co-ordinator
Salary	Band 5 - £25,000 per annum
Location	WRU National Centre of Excellence, Hensol and/or Remote Working
Hours of work	35 per week. Monday to Friday 9am – 5pm, with a requirement to work flexibly, evenings and weekends as necessary
Responsible to	Head of Policy and Integrity
Responsible for	N/A
Contractual Status	<ul style="list-style-type: none"> • Permanent, full time • Subject to 6 month probationary period
Role Summary	To co-ordinate all aspects of integrity training, including anti-doping, safeguarding, first aid and medical protocols and assist in operational tasks including delivery of training, investigations, event organising, and administrative support.
Key Relationships	<ul style="list-style-type: none"> • Policy and Integrity Team • Community Medical Manager • WRU Community Department • WRU Performance Department • WRU Member Clubs, Regions and affiliated organisations • External partner agencies i.e. UKAD, Sport Wales, St Johns Ambulance, NSPCC and grant funding partners.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Manage and facilitate the integrity education programme that includes anti-doping, safeguarding, anti-corruption, betting, player welfare and medical • Co-ordinate and provide assistance and support to WRU Integrity Educators (staff) • Co-ordinate recruitment, registration, deployment of staff and quality assurance to evaluate the educational delivery of the educators • Development of education resources for delivery • Co-ordinating and delivering CPD for Integrity Educators • Delivery of Integrity Education programme • Maintain Club Integrity Officers database • Co-ordinate and support Club Integrity Officers • Responsible for collation of information relating to the integrity education programme • Responsible for Anti-Doping Liaison on Match Days • Support the Community Medical Manager in resource development • Develop positive relationships with external partner agencies and stakeholders including St John’s Ambulance, UKAD and NSPCC. • Assist with administrative tasks, supporting staff within the Integrity Team responsible for co-ordinating and administering the Integrity Hotline • Carry out duties to help support the WRU/PS mission statement in line with the WRU Group values • Organising events and campaigns for integrity team such as Clean Sport Week, anti-bullying week, positive action workshops and proactively creating good news stories on behalf of the WRU • Carry out duties in support of the WRU Group Strategic Mission, Purpose and Values

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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 & Knowledge	<ul style="list-style-type: none"> • Strong interpersonal skills and relationship management • Good presentation skills and delivery of training events (desirable) • Experience of co-ordinating projects and initiatives within operational plans • Experience of working with external partners • Proven team working skills • Strong interpersonal and relationship management • Excellent knowledge and understanding of regulatory compliance 	
Skills & Qualifications	<ul style="list-style-type: none"> • Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint • Ability to multi task and prioritise when co-ordinating projects and initiatives • Excellent written and verbal communication skills are essential • Excellent relationship management skills • Capability to work within a team environment but also utilise own initiative • Ability to communicate and work through the medium of Welsh is desirable • Strong interpersonal skills 	
WRU Group Values	An ability to perform the role and responsibilities 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	<ul style="list-style-type: none"> • Valid UK driving licence is required • This role is subject to an enhanced DBS disclosure check • An understanding and commitment to equal opportunities in employment and sport • All employees must work in accordance with the Sustainable Development policies of the group • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements • An understanding and commitment to equality, diversity and anti-discriminatory practices in employment and sport • Work in accordance with all group policies and procedures, including GDPR and sustainable development 	
Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

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