

Job Description

Community Rugby Executive Assistant



JOB DESCRIPTION	
Job Title	Community Rugby Executive Assistant
Salary	£24,000 to £27,000 (Band 5)
Location	National Centre of Excellence, Hensol
Hours of work	35 hours a week. Monday to Friday 9.00am – 5.00pm with a requirement to work flexibly evenings and weekends as necessary
Responsible to	Community Director
Responsible for	N/A
Contractual Status	<ul style="list-style-type: none"> • Permanent, Full Time • Subject to 6 month probationary period
Role Summary	The Community Rugby Executive Assistant is required to support the Group Executive Assistant to provide a confidential, professional administrative support service to the Community Rugby Executive Board Member and Department.
Key Relationships	<ul style="list-style-type: none"> • Community Rugby Executive Member • WRU Executive Board • Community Game Board Chair • Community Game Board Members • Community Leads • Sub Committees of CGB • Club Secretaries • Club and Affiliated Bodies Volunteers • Affiliated Bodies
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Provide a confidential executive assistant service to the Rugby Community Executive Board member. • Provide full administrative duties as required including booking rooms and facilities, registering visitors, producing agendas, taking, and transcribing confidential minutes of meetings/actions of meetings, circulating appropriate papers and logging /updating action points accordingly • Manage emails, calendars, post, expenses, purchase orders and telephone calls as required. • Compose letters, draft documents, and carry out typing duties as required • To support all CGB matters which include diary invites, calendar of events and taking minutes of CGB meetings and loading on Diligent • To support all CGB Sub Committees when asked around calendar invites, schedule of meetings and taking minutes of meetings. • Upload papers and minutes to Diligent when required by Community Rugby Executive and relevant Chairs of committees. • Support Community Game Board Chair when required. • To continually assess and propose development initiatives across all rugby operational and service platforms to includes but not limited to the MyWRU, WRU Admin, WRU Game Locker and registrations/licence systems. • Support the leads with the management and development of all Rugby and Club Operations platforms which includes all Registrations for Player, Coach, Referee and Club personnel. • To support the Community Leads especially the Digital and Content Lead to optimise technology to improve online tools for Club Officials, Volunteers, and all club personnel. • To support the development of and compliance with the Community

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	<p>Funding Model linked to MyWRU and WRU Admin systems.</p> <ul style="list-style-type: none"> • Support the Community Rugby Executive with any customer complaints received and liaise with the relevant department to ensure that a professional response is provided and logged accordingly • Deputise for the Group Executive Assistant as required • Carry out any other general administration, reception and assistant duties as required by the Community Rugby Executive • 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	<ul style="list-style-type: none"> • Proven experience in a similar role/function within a professional organisation • Proven experience of providing high quality administration support within a professional organisation and liaising with senior management • Ability to demonstrate a high level of confidentiality and discretion at all times • Proven experience in diary and email management for senior personnel within an organisation • A working knowledge of health and safety practices within an office environment would be advantageous
Skills & Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs or equivalent including Math's and English • Excellent IT Skills, specifically Microsoft packages • Typing speed of more than 40 wpm • Strong interpersonal skills and relationship management • A proactive approach and able to work on own initiative • Excellent prioritisation skills • Excellent written and verbal communication skills are essential • Ability to communicate and work through the medium of Welsh is desirable
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 desirable • This role is subject to a basic DBS disclosure and reviewed regularly in line with regulated and policy requirements • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements • An understanding and commitment to equal opportunities in employment and sport • Work in accordance with the sustainable development policies of the group

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.