

## Job Description

### Rugby Inclusion Officer



JOB DESCRIPTION	
<b>Job Title</b>	Rugby Inclusion Officer
<b>Salary</b>	Band 5 £25,688
<b>Location</b>	WRU National Centre of Excellence
<b>Hours of work</b>	35 per week. Under a 5/7 working arrangement, with a requirement to work flexibly, evenings and weekends as necessary
<b>Responsible to</b>	WRU National Inclusion Manager
<b>Responsible for</b>	WRU National and Regional Inclusion Programmes/Projects/Provisions
<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>	Create an inclusive rugby culture by supporting the successful implementation of the rugby inclusion plan. Support the delivery of community programmes enabling more people to participate in rugby more often and with more enjoyment. Co-ordinate and deliver education programmes that upskill WRU participation staff and the community workforce in inclusive practise. Support and mentor WRU Rugby Hub Officers and Apprentices in inclusive practice. Provide information to support the monitoring and evaluation of the rugby inclusion programme.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Regional Rugby Managers</li> <li>• Rugby Inclusion Officers (Regional and WRU)</li> <li>• Regional Schools/Hubs/Clubs</li> <li>• Disability Sport Wales</li> <li>• National and Regional Inclusion Organisations</li> <li>• Welsh Deaf Rugby Union</li> <li>• Great Britain Wheelchair Rugby</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>• Work with the National Inclusion Manager to produce an annual workplan to support the delivery of the Inclusive Rugby Implementation Plan.</li> <li>• Coordinate and deliver an inclusive rugby education and training programme to support the upskilling of WRU participation staff and community workforce.</li> <li>• Supporting the development of inclusive rugby adaptations and monitor the effectiveness of inclusive models.</li> <li>• Support Rugby Hub Officers to deliver schools inclusion programmes and community link programmes.</li> <li>• Support the introduction of Regional Inclusive Rugby Festivals.</li> <li>• Support the work based learning of apprentice development staff as and when required.</li> <li>• Be an ambassador for WRU promoting inclusive rugby</li> <li>• Work with Disability Sport Wales on the 'Insport' learning and support programme.</li> <li>• Work with Disability Sport Wales to develop a system that identifies talented athletes.</li> <li>• Develop support networks between the local delivery providers, community clubs and other agencies operating in the Inclusive Rugby programme.</li> <li>• Provide community stories and case studies that support the promotion and raising of awareness of inclusion within rugby.</li> <li>• To be responsible for the implementation of agreed monitoring and evaluation mechanisms and the collection and collation of appropriate data to measure the effectiveness of the Inclusive Rugby Programme.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain an excellent working relationship with key stakeholders such as Disability Sport Wales, Great Britain Wheelchair Rugby, Welsh Deaf Rugby Union, National and Regional Inclusion organisations, Professional Regions, clubs etc.</li> <li>• Ensure that all required commercial obligations are met as directed.</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>• Minimum of 2 years' experience working within an inclusive sports environment, and/or: <ul style="list-style-type: none"> <li>• Experience in community activity, disability sports development, youth work, coaching or other related disciplines.</li> <li>• Experience of organising physical activity, community sports events or coaching sessions.</li> </ul> </li> <li>• Demonstrable ability to engage, manage and inspire <b>any</b> community to become involved in sport as either a player, coach, match official or volunteer.</li> <li>• An understanding of the support needs of staff, coaches, volunteers, match officials and teachers within inclusive rugby.</li> <li>• Strong interpersonal skills and relationship management.</li> <li>• Mentoring and supporting the learning of others, particularly Hub Officers and Apprentices in a work-based environment</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, minimum WRU level one is desirable, but not essential</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>	An ability to perform the role and responsibilities in accordance with the WRU Group Values - <b>Excellence, Integrity, Success, Courage, Family, Humour</b> The WRU Group Values document is available upon appointment to the role.	
<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>• A clear understanding and commitment to equality, diversity and anti-discriminatory practices in employment and sport is vital</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.**